Exceptional meeting of the Advisory Board of the Santiago Network

12 February 2026

12 February 2026
Virtual only

Report of the Meeting

1. Opening of the meeting

The Co-Chairs opened the meeting on 12 February 2026 in a virtual session after confirming with the Secretariat that quorum had been met.

The Co-Chairs noted that the meeting had been convened following the Advisory Board's decision at its fifth meeting to hold a virtual meeting, on an exceptional basis, in February 2026 to discuss matters concerning potential gaps in its rules of procedure and its conflicts of interest guidelines.

The Co-Chairs also recalled the Advisory Board's intersessional decision that the meeting would not be open to observers. In line with the Advisory Board's commitment to transparency, the Co-Chairs informed that the meeting report, including respective decisions, would be made publicly available on the Santiago Network website.

The Co-Chairs thanked the Conflict of Interest Subcommittee and its Chairs for their collaboration in ensuring a coordinated approach to the review of both the Rules of Procedure and the Conflicts of Interest Guidelines.

2. Adoption of the agenda and organization of work

2.1 The Advisory Board adopted the agenda as contained in document "SNAB Exceptional Meeting Provisional Agenda."

3. Review of the Rules of Procedure of the Advisory Board

3.1 At its fifth meeting, the Advisory Board requested its Co-Chairs to review and propose any modification to the Rules of procedure of the Advisory Body for consideration by the Advisory Board at its February virtual meeting, with a view to recommending them to the governing body or bodies, through the subsidiary bodies, for consideration and adoption at their session in 2026.

3.2 The Advisory Board, having considered the amendments to the Rules of Procedure of the Advisory Board proposed by its Co-Chairs:

3.2.1 Agreed to the draft revised Rules of Procedure as contained in document "Draft revised Rules of Procedure of the Advisory Board of the Santiago Network", Annex I to this report.

3.2.2 Decided to recommend the draft revised Rules of Procedure, as contained in Annex I to this report, to the governing body or bodies through the subsidiary bodies for consideration and adoption at their session in 2026.

3.2.3 Further agreed to apply the draft revised Rules of Procedure immediately on a provisional basis until their formal adoption by the governing body or bodies.

4. Review of the Conflict of Interest Guidelines

4.1 At its fifth meeting, the Advisory Board requested the Conflict of Interest Subcommittee to review the gaps in the Santiago network conflict of interest guidelines and recommend a revised version for consideration and adoption by the Advisory Board at its February virtual meeting.

4.2 The Advisory Board, having considered the amendments to the "Revised Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network", proposed by its Conflicts of Interest Subcommittee:

4.2.1 Agreed to the revised "Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network", as contained in Annex II to this report, with immediate effect.

5. Any other matters

No other matters were discussed.

6. Report of the meeting

The report of the meeting was adopted by the Advisory Board on 17 February 2026.

7. Closure of the meeting

The Co-Chairs declared the meeting closed.

Annex I - 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

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 of procedure shall apply to the Santiago Network 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) The "Advisory Board" means the Santiago Network Advisory Board;
   (b) The "Co-Chairs" means the members of the Santiago Network Advisory Board elected as Co-Chairs of the Santiago Network Advisory Board;
   (c) The "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;
   (d) "UNFCCC" means the United Nations Framework Convention on Climate Change;
   (e) The "WIM Executive Committee" means the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.

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 in accordance with decisions 36/CP.7, 23/CP.18 and 3/CP.25:[1]

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

[1] Decision 12/CMA.4, para. 10, endorsed by decision 11/CP.27.

groups;

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

(c) Two members of the WIM Executive Committee, nominated by the WIM Executive Committee from among its members.

4. The Advisory Board will also have three representatives nominated by the relevant UNFCCC observer constituencies: 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 elected to and representatives of 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 and representatives of the Advisory Board shall remain in office until their successors have been elected.

8. The term of office of members referred to in paragraph 3(a–b) and representatives referred to in paragraph 4 shall start at the first meeting of the Advisory Board in the calendar year following their election or nomination, as applicable, and shall end immediately before the first meeting of the Advisory Board in the calendar year in which their term ends.

9. If a member or representative of the Advisory Board resigns or is otherwise unable to complete their term of office, the relevant regional group or constituency – or the WIM Executive Committee, 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 or representative from the same regional group, constituency or the WIM Executive Committee for the remainder of the term, in which case the appointment shall count as one term.

10. If a member is temporarily unable to serve on the Advisory Board, the Advisory Board shall, at the request of that member, invite the relevant regional group, constituency or the WIM Executive Committee, to replace said member in an ad interim capacity for a period of up to one year from the date of that request. Only members can be temporarily replaced.

IV. Conflict of interest and confidentiality

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

12. Representatives of the Advisory Board must promptly disclose any actual, potential and perceived conflict of interest and recuse themselves from any deliberations where their personal, professional or financial interests may be affected, in order to avoid a conflict of interest or the appearance of one.

13. Members and representatives of the Advisory Board 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

14. The Advisory Board shall elect annually two Co-Chairs from among its members to serve for a term of one year.

15. If one or both Co-Chairs are absent from a particular meeting, any other member or members designated by the Advisory Board shall temporarily serve as Co-Chair or Co-Chairs.

16. 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.

17. The Co-Chairs shall collaborate in chairing the 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.

18. The Co-Chairs shall share and allocate between themselves responsibility for chairing the meetings of the Advisory Board.

19. 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.

20. 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.

21. The Co-Chairs may also jointly delegate tasks to members and representatives of the Advisory Board in the interest of expediting and advancing the work of the Advisory Board.

22. The Advisory Board may further define additional roles and responsibilities for the Co-Chairs.

23. The Co-Chairs, in the exercise of their functions, remain under the authority of the Advisory Board.

VI. Subcommittees, panels, working groups and task forces

24. The Advisory Board may establish subcommittees, panels, working groups or task forces, if required, to undertake specific tasks assigned by it, that are within the mandated role and responsibilities of the Advisory Board per decision 12/CMA.4, annex I, paragraph 7, endorsed by decision 11/CP.27, or to provide expert advice in order to assist the Advisory Board in executing its work.

25. 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

26. The Director of the Santiago Network Secretariat shall serve as Secretary to the Advisory Board.

27. The Secretariat shall be responsible for facilitating and providing support for:

(a) Making the necessary arrangements for the meetings of the Advisory Board, including announcing meetings, issuing invitations and making available the documents for meetings;
(b) Maintaining meeting records and arranging for the storage and preservation of documents of the meetings;
(c) Making documents for the meetings of the Advisory Board available to the public, unless otherwise determined by the Advisory Board;
(d) Tracking the implementation of decisions and actions taken by the Advisory Board and reporting on the progress of these actions.

28. In addition, the Secretariat 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

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

30. 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 at the location of the Santiago Network Secretariat head office 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 meetings of the WIM Executive Committee.

31. The Advisory Board may decide to hold meetings virtually on an exceptional basis, as proposed by the Co-Chairs after consultation with the Advisory Board.

32. In arranging virtual meetings in accordance with paragraphs 31 and 56, the Advisory Board shall consider the working modalities of such meetings, including the fair and balanced choice of timing in the light of the time zones of members and representatives, with the aim of ensuring inclusive and effective participation of all members. The provisions contained in sections IX–XI shall apply to virtual meetings. For extraordinary meetings, the Co-Chairs, acting jointly, shall determine the date by which the agenda and meeting documentation must be transmitted.

33. At the first Advisory Board meeting of each calendar year, the Co-Chairs shall propose a schedule of meetings for that calendar year.

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

35. 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, 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

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

37. A quorum shall be confirmed by the Co-Chairs immediately prior to the adoption of any decision by the Advisory Board.

38. A member may ask for confirmation of a 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

39. The Co-Chairs, assisted by the Secretariat, shall prepare the provisional agenda for each meeting of the Advisory Board, as well as a draft report on the meeting.

40. 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.

41. 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.

42. Unless otherwise decided by the Co-Chairs, documents for a meeting of the Advisory Board shall be published on the Santiago Network website at least two weeks prior to that meeting, to the extent possible.

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

44. Before the end of each meeting, the Co-Chairs shall present draft decisions for consideration and approval by the Advisory Board.

XI. Decision-making

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

46. Efforts by the Co-Chairs to facilitate the reaching of a 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 a 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.

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

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

49. 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 a consensus being reached;
(b) Whether the subject matter of the draft decision has been considered at prior meetings without a consensus being reached;
(c) Whether and how many members have indicated that they cannot join a consensus on a decision.

50. 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:

51. 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 meeting of the Advisory Board. In such a case, the Secretariat, with the approval of the Co-Chairs, shall transmit to members of the Advisory Board 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.

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

53. In the absence of an objection by a member of the Advisory Board 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 member(s) of the Advisory Board directly. If the objecting member(s) of the Advisory Board uphold their objection following discussion with the Co-Chairs, the proposed decision will be considered by the Advisory Board at the following meeting of the Advisory Board. The Secretariat shall circulate all written comments and objections to members and representatives of the Advisory Board and notify all members and representatives of the action taken pursuant to this paragraph.

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

55. The Advisory Board may decide to hold extraordinary meetings virtually when required to take decisions on specific matters, as proposed by the Co-Chairs after consultation with the Advisory Board. The provisions on a quorum and other rules set forth in these Rules of procedure shall apply mutatis mutandis to the aforementioned procedure. The transmission of the agenda and meeting documentation shall be carried out in accordance with paragraphs 39–41 and 43 of these Rules of procedure.

XIII. Use of electronic means of communication

56. 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 Advisory Board.

XIV. Participation of observers in meetings

57. The meetings of the Advisory Board will be open to attendance as observers by Parties and admitted observer organizations, unless otherwise decided by the Advisory Board, and the Advisory Board will invite 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.

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

XV. Transparency

59. The decisions and relevant documents of the Advisory Board shall be made publicly available on the Santiago Network website unless decided otherwise by the Advisory Board.

XVI. Working language

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

XVII. Amendments to the Rules of procedure

61. Decisions to propose amendments 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.

Annex II - Revised Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network

Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network

I. Scope, purpose and applicability

1. These guidelines aim at preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network (the guidelines), these include 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 technical assistance requests, or when the host of the Santiago Network Secretariat is responding as an OBNE to technical assistance requests.[2]

2. The guidelines apply to the host of the Santiago Network, the Santiago Network Secretariat, Advisory Board members and representatives, and Members of the Santiago Network.[3]

3. The guidelines aim at preventing potential and addressing any actual and perceived conflict of interest which could impair the ability of the Host, the Santiago Network Secretariat, Members of the Santiago Network, and Advisory Board members and representatives to carry out duties and responsibilities in the interest of the Santiago Network, create an unfair advantage for any of them, or compromise the independence of the Secretariat.

4. Conflicts of interest of the personnel of the Host and those of the personnel of the Secretariat and Members of the Santiago Network will be addressed according to the policies, rules and regulations of the respective organizations.

I. Definitions

5. Covered Parties – these guidelines apply to the following parties, collectively referred to as "Covered Parties": the Host, the Santiago Network Secretariat, Advisory Board members, Advisory Board representatives, and organizations, bodies, networks and expert Members of the Santiago Network.

[2] Decision 6/CMA.5 paragraph 23, endorsed by decision 2/CP.28
[3] Decision 12/CMA.4 paragraph 3, endorsed by decision 11/CP.27

6. Host – the organization or consortium of organizations selected to host and support the functions of the Santiago Network Secretariat.

7. Secretariat – the hosted secretariat that facilitates the work of the Santiago Network.[4]

8. Organizations, bodies, networks and experts - OBNEs covering a wide range of topics relevant to averting, minimizing and addressing loss and damage that may apply to become Members of the Santiago Network.

9. Members – OBNEs that have been designated as Members of the Santiago Network in accordance with the guidelines for the designation of organizations, bodies, networks and experts as Members of the Santiago Network.

10. Advisory Board members – members of the Advisory board referred to in decision 12/CMA.4, Annex 1 paragraph 8, endorsed in decision 2/CP.28.

11. Advisory Board representatives – representatives of the constituencies referred to in decision 12/CMA.4, Annex 1 paragraph 9, endorsed in decision 2/CP.28.

II. Conflicts of interest

12. A conflict of interest is, for the purpose of these guidelines, any personal, professional or financial interest of a Covered Party, which could impair their ability to carry out duties and responsibilities in the interest of the Santiago Network or any circumstance that creates an unfair advantage for them.

13. A conflict of interest may be potential, actual and perceived, defined as follows:

    a. Potential conflict of interest – a conflict of interest that occurs when a Covered Party is or could be in a situation that may result in a conflict of interest.

    b. Actual conflict of interest – a conflict of interest that occurs when a Covered Party faces a real and existing conflict of interest.

    c. Perceived conflict of interest – a conflict of interest that occurs when a Covered Party is or could be in a situation that may appear, according to a reasonable neutral third party observer, to be a conflict of interest, even if it is not an actual and potential conflict of interest.

14. In general, and without limitation, conflicts of interest may exist in the following situations:

    a. When the Host receives an unfair advantage as a consequence of hosting the Secretariat;

[4] Decision 12/CMA.4, Annex 1 paragraph 3 (a), endorsed by decision 2/CP.28

b. When the Secretariat is in a circumstance or has an interest which could impair its ability to carry out its duties and responsibilities in the interest of the Santiago Network, including when the Host is responding as Member to technical assistance requests through the Santiago Network;

c. When Members are in a circumstance or have a personal, professional or financial interest which could impair their ability to carry out their duties and responsibilities in the interest of the Santiago Network or that creates an unfair advantage, including when Members are engaged in providing technical support to the Santiago Network Secretariat while responding to technical assistance requests;

d. When Advisory Board members have a personal, professional or financial interest which may be affected by their deliberations or decision-making;

e. When Advisory Board representatives have a personal, professional or financial interest which may be affected by their participation in the deliberations of the Advisory Board.

15. If a potential, actual and perceived conflict of interest arises, the Covered Party concerned will promptly refer the matter in writing to the Conflict of Interest Committee for guidance.

III. Preventing potential conflicts of interest

I. Preventing potential conflicts of interest of the Host

16. The Host shall implement these guidelines.[5] The Host will not apply or seek to apply undue influence on the decision-making processes of the Secretariat and will not engage in any conduct that constitutes a potential, actual and perceived conflict of interest.

17. When the Host provides technical support to the Secretariat in relation to a request for technical assistance it will not be eligible to respond to the same request for technical assistance.

II. Preventing potential conflicts of interests of the Secretariat

18. The Director will manage the personnel of the Secretariat in line with the terms of reference of the Santiago Network. The reporting line of the personnel of the Secretariat will be separate from the Host.

19. The Director and the personnel of the Secretariat will discharge their functions solely with the interest and mandate of the Santiago Network in view.

[5] Decision 6/CMA.5, Annex 1, Paragraph 15, endorsed in 2/CP.28

20. The personnel of the Secretariat will be made aware of their roles and duties under the Santiago Network and will be required to conduct a behavior consistent with such roles and duties.

21. The Secretariat will have technologies and systems for exchanging, storing and managing electronic documents and information that will ensure the confidentiality of its documents, including by preventing access by the Host and its personnel to relevant documents and information. The Director of the Secretariat may authorize access to specific documents when the Host or Members are providing technical support to the Secretariat as per paragraph 24 below.

22. The Secretariat, in implementing the guidelines and procedures for responding to request for technical assistance, will ensure the demand-driven nature of all requests for technical assistance submitted under the Santiago Network, and safeguard against conflicts of interest in, or, as appropriate, the overconcentration of, the provision and delivery of technical assistance through or by specific OBNEs.[6]

23. When the Host is offering to respond to a request for technical assistance as Member[7], the Secretariat will assess and select the proposals received in response to the technical assistance request by following a dedicated process that will be elaborated in the guidelines and procedures for responding to requests for technical assistance[8] to ensure the impartiality and objectivity of the assessment and selection.

24. The Hosts[9] and Members may provide technical support in the domain of averting, minimizing and addressing loss and damage as needed, ensuring the independent nature of the Secretariat.

25. The personnel of the Secretariat will follow the standards on conflicts of interest and confidentiality of applicable regulations, rules and policies of the Host as well as the terms and conditions of their respective legal arrangements with the Host, in accordance with their employment contractual arrangements, particularly those related to conflicts of interest and confidentiality obligations.

26. The Secretariat will maintain a monitoring and evaluation system to assess the timeliness, appropriateness and outcomes of the assistance provided by the Santiago Network in accordance with relevant monitoring and evaluation policies of the Host or those approved by the Advisory Board. If the Host is responding to technical assistance requests as Member the monitoring and evaluation of the technical assistance will be performed exclusively by personnel of the Secretariat and external experts independent from the Host.

[6] Decision 6/CMA.5, paragraph 26, endorsed by decision 2/CP.28
[7] The Host can be designated as OBNEs member of the Santiago Network.
[8] Decision 12/CMA.4, paragraph 17, endorsed by decision 11/CP.27
[9] As per Decision 6/CMA.5, Annex 1, Paragraph 12, endorsed in 2/CP.28

III. Preventing potential conflicts of interest of Members

27. Members are 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, and to develop, provide and disseminate knowledge and information on averting, minimizing and addressing loss and damage, including comprehensive risk management approaches.[10]

28. Members will commit to comply with these guidelines, in addition to their own conflict of interest and ethics policies, for activities involving the Santiago Network and will be bound by the terms and conditions of their legal arrangements entered into with the Host on behalf of the Secretariat, particularly those related to conflicts of interest and confidentiality obligations.

29. Members offering to respond to technical assistance requests or in the development, provision and dissemination of knowledge and information, will not apply or seek to apply undue influence on the decision-making processes of the Secretariat and will not engage in any conduct that constitutes a potential, actual and perceived conflict of interest.

30. Members offering technical assistance in response to a request will disclose any potential, actual and perceived conflict of interest, including any technical support that may have been provided to the Secretariat in relation to the country in question and confirm that they did not have access to any privileged information in relation to that specific request for technical assistance.

31. Members engaged in providing technical support to the Secretariat[11] in relation to a request for technical assistance will not be eligible to respond to the request for technical assistance in question.

32. Members providing support to the Secretariat in developing, providing and disseminating knowledge and information on averting, minimizing and addressing loss and damage may offer to respond to technical assistance requests without any limitation.

33. Members may provide technical support for the development of technical assistance requests to prospective proponents. Members must disclose the technical support they provided to become eligible to respond to the request for technical assistance they supported.

34. When a request for technical assistance is submitted by a Member, that Member will not be eligible to respond to that request.

[10] Adapted from Section 2.1 of the Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago Network SNAB/2024/2/06.Rev.2.
[11] As per paragraph 22 of these guidelines.

IV. Preventing potential conflicts of interest of Advisory Board members and representatives

35. The Advisory Board provides guidance and oversight to the Secretariat on the effective implementation of the functions of the network in accordance with the terms of reference of the Santiago Network.

36. The Advisory Board will prevent potential conflicts of interest of its members and representatives in accordance with the relevant provisions of the rules of procedure of the Advisory Board.

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

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

IV. Addressing actual and perceived conflicts of interest

39. The Advisory Board will address any actual and perceived conflict of interest that will be brought to its attention by the Conflict of Interest Committee (the Committee) established by the Advisory Board pursuant to paragraph 23 of its Rules of Procedure.

40. The Committee operates under the overall authority and direction of the Advisory Board and will report to the Advisory Board on its activities.

41. The Committee will consider and provide guidance to the Advisory Board on issues of conflict of interest of the Santiago Network. In fulfilling this role, the Committee will:

    a. Oversee the implementation of, and compliance with, these guidelines, including by providing recommendations on any potential, actual and perceived conflict of interest;

    b. Consider any other matters the Advisory Board deems appropriate.

42. The Committee will comprise of 4 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.

43. Except as decided otherwise by the Advisory Board, the Rules of Procedure of the Advisory Board apply mutatis mutandis to the conduct of business of the Committee.

44. The Committee will develop its terms of reference for consideration and approval by the Advisory Board.

45. Allegations of potential, actual and perceived conflicts of interest by any Covered Party will be submitted in writing and in confidence to the Committee.

46. The Committee will promptly review the disclosures of potential, actual and perceived conflicts of interest and any conflict of interest the Committee has identified or that has been communicated to it[12].

47. The Committee may take, as appropriate, the following actions upon formally establishing, after due enquiry, the actual and perceived conflict of interest of any Covered Party:

    a. Formal warning to the Covered Party concerned;

    b. An instruction to the Covered Party concerned; and/or

    c. A recommendation to the Advisory Board to address the actual and perceived conflict of interest, in which case all relevant information will be provided to the Advisory Board.

48. A recommendation by the Committee to the Advisory Board as referred to in paragraph 47 (c) above may include, but is not limited to, a recommendation to:

    a. terminate the legal arrangements between the Secretariat and the Member involved in such conflict of interest;

    b. terminate the membership of the Member to the Santiago Network, indefinitely or for a limited period of time;

    c. recommend to the governing body or bodies amendments to or the termination of the legal arrangements with the Host.

49. A Covered Party against whom action has been taken by the Committee pursuant to paragraph 47 (a) and (b) above may appeal that action to the Advisory Board.

50. The Committee will, after due enquiry, report to the Advisory Board on its activities and may recommend that the Advisory Board address a situation that may represent an actual or perceived conflict of interest of an Advisory Board member or representative, in which case all relevant information will be provided to the Advisory Board.

51. A recommendation by the Committee to the Advisory Board as referred to in paragraph 50 above may include, but is not limited to, a recommendation to:

    a. Request that the Advisory Board member or representative disclose and recuse themselves in accordance with article 13 and 14 of the rules of procedure of the Advisory Board;

[12] The Chair may convene Committee meetings at short notice during Advisory Board meetings, as needed.

b. Determine that an actual or perceived conflict of interest exists and the Advisory Board member or representative shall not participate in the matter that has given rise to the conflict;

c. Recommend that the relevant regional group or constituency appoint another Advisory Board member from the same regional group or constituency to replace the member for the remainder of term;

d. Recommend that the ExCom, for members nominated by it, replace the Advisory Board member;

e. Recommend that the relevant UNFCCC observer constituency appoint another Advisory Board representative for the remainder of the term.

52. The procedures for handling potential, actual and perceived conflicts of interest may be amended by the Advisory Board, upon the recommendation of the Committee.

53. The Host will address any allegation of actual and perceived conflict of interest against the personnel of the Secretariat in accordance with the regulations and rules of the Host and provide periodic updates that the Secretariat will include in its report on activities of the Santiago Network Secretariat.

54. Members will address any actual and perceived conflict of interest of their personnel in relation to the Santiago Network in accordance with their regulations and rules.

55. The Advisory Board will address actual and perceived conflicts of interest of members and representatives in accordance with its Rules of Procedure.

V. Accountabilities for overseeing and implementing the guidelines

56. The Advisory Board is responsible for overseeing the implementation of these guidelines and addressing any actual and perceived conflict of interest.

57. The Director of the Secretariat is responsible for the implementation of these guidelines within the Santiago Network Secretariat and to ensure the compliance of the Secretariat with these guidelines under the oversight of the Advisory Board.

58. The Secretariat will include in its report on the activities of the Santiago Network Secretariat information on the activities carried out in implementing these guidelines, including the reporting requirements referred to in paragraphs 53 above, observing confidentiality as required.

59. Compliance of the Secretariat with these guidelines will be part of the annual audit of the Santiago Network Secretariat.[13]

60. The Host and Members will be responsible for complying with these guidelines.

[13] Pursuant to paragraph 27 of decision 6/CMA.5, Annex.

VI. Review and amendment

61. The Advisory Board will keep these guidelines under regular review and amend the guidelines, as necessary, to ensure that the highest ethical standards are applied to the Santiago Network.