First meeting of the interim Adaptation Benefits Mechanism Executive Committee
Abidjan, Cote d’Ivoire, 21-22 November 2019

Rules of procedure of the interim Adaptation Benefits Mechanism Executive Committee

I. Scope

1. These rules of procedure shall apply to the interim Adaptation Benefits Mechanism Executive Committee.

II. Definitions

2. For the purpose of these working modalities and procedures:
   a) The ‘Convention’ means the United Nations Framework Convention on Climate Change;
   b) The ‘Paris Agreement’ refers to document FCCC/CP/2015/10/Add.1 as contained in the report of the Conference of the Parties to the Convention on its twenty-first session;
   c) The ‘ABM’ means the Adaptation Benefits Mechanism;
   d) The ‘ABM Pilot phase’ means the period from 21 March 2019 to 31 December 2023;
   e) The ‘ABM EC’ means the interim Adaptation Benefits Mechanism Executive Committee;
   f) The ‘Co-Chairs’ means the members of the ABM EC elected as Co-Chairs of the ABM EC;
   g) The ‘ABM Secretariat’ means the interim secretariat of the ABM hosted by the African Development Bank;
   h) The ‘ABM website’ means an on-line working platform for the ABM.

III. Membership

3. The ABM EC shall be composed initially of eight members with gender balance, appointed by the Head of the ABM Secretariat, based on expressions of interest received through a public call and taking into account their contribution to the development of the ABM. Should an ABM EC member resign, he or she shall be replaced following the same process.
4. The members of the ABM EC shall serve in their personal capacity for the duration of the ABM Pilot phase, subject to their availability, and shall obey the Code of Conduct for the ABM EC.

5. The ABM EC may decide to expand its size in light of evolving workload or required expertise. The Head of the ABM Secretariat will appoint each new member through a public call for expressions of interest, following the recommendations of the ABM EC. The ABM EC will determine the Terms of Reference for the call for expressions of interest. When selecting new members, the EC will strive to maintain gender balance.

IV. Chairing arrangements

6. The ABM EC shall elect two Co-Chairs from among its members to serve for a term of two years, renewable, with gender balance.

7. If a Co-Chair is temporarily unable to fulfil the obligations of the office, any other member designated by the ABM EC shall serve as Co-Chair.

8. If a Co-Chair is unable to complete the term of office, the ABM EC shall elect a replacement from among its members to complete that term of office, while maintaining the gender balance.

9. The Co-Chairs shall collaborate in chairing meetings of the ABM EC and coordinate 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, invite voting and announce decisions. The Co-Chairs shall rule on disputes and shall have complete control over the proceedings of meetings and the maintenance of order at meetings, subject to these rules of procedure.

10. The Co-Chairs shall coordinate the preparation of an annual report and an annual work programme, which will be made publicly available in line with the Terms of Reference of the ABM EC.

11. The Co-Chairs or any member designated by the ABM EC shall represent the ABM EC at external meetings and shall report back to the ABM EC on those meetings.

12. The Co-Chairs may also assign tasks to members of the ABM EC in the interest of expediting and advancing the work of the ABM EC.

13. The ABM EC may further define additional roles and responsibilities for the Co-Chairs.

14. The Co-Chairs, in the exercise of their functions, remain under the authority of the ABM EC.
V. Advisory bodies

15. The ABM EC may form advisory bodies, such as technical panels, including a methodology panel, as needed, to undertake specific tasks assigned by the ABM EC or to provide expert advice in order to assist the ABM EC in executing its work and achieving its objectives. At least one ABM EC member shall be assigned by the ABM EC to chair, coordinate and report on the work of each advisory body.

16. The ABM EC shall appoint members of advisory bodies through a public call for expressions of interest, based on Terms of Reference agreed by the ABM EC.

VI. ABM Secretariat

17. The ABM Secretariat shall support and facilitate the work of the ABM EC, its advisory bodies and the ABM in accordance with its Terms of Reference, subject to the availability of resources. Tasks of the ABM Secretariat shall include, but not be limited to, the following:
   a) Make the necessary arrangements for the meetings of the ABM EC, including announcing meetings, issuing invitations, preparing and making available the documents for the meetings;
   b) Maintain meeting records and arrange for the storage and preservation of documents of the meetings; make documents for the meetings of the ABM EC available to the public, unless otherwise decided by the ABM EC;
   c) Develop and maintain an ABM website containing relevant information and tools;
   d) Develop and maintain an ABM registry;
   e) Facilitate engagement of the ABM EC with observers and other relevant stakeholders, including through calls for input to the work of the ABM EC;
   f) Seek to mobilize financial, technical and in-kind support;
   g) Perform any other functions that the ABM EC may assign.

VII. Meetings

18. The ABM EC will meet at least two times per year in person, subject to availability of resources, preferably in conjunction with other relevant meetings. The ABM EC may decide to conduct further meetings, as needed, remotely. The Co-Chairs shall determine the appropriate format of each meeting in concertation with the Secretariat.

19. At least a majority of the members of the ABM EC must be present or remotely connected to constitute a quorum.
20. Before the end of each meeting, the Co-Chairs shall present draft decisions of the meeting for consideration and approval by the ABM EC.

21. The ABM Secretariat shall endeavour to communicate the dates of in-person meetings at least eight weeks in advance and of remote meetings at least two weeks in advance. Members shall confirm their attendance at meetings of the ABM EC as early as possible and latest two weeks prior to an in-person meeting to allow sufficient time for the ABM Secretariat to make the necessary arrangements.

VIII. Agenda and documentation for meetings

22. The Co-Chairs, assisted by the ABM Secretariat, shall prepare the provisional agenda for each meeting as well as a draft report on the meeting.

23. The ABM Secretariat shall endeavour to share the provisional agenda six weeks before in-person meetings and two weeks before remote meetings, unless otherwise decided by the Co-Chairs. Members may propose additions or changes to the provisional agenda in writing to the ABM Secretariat within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the ABM Secretariat in agreement with the Co-Chairs. The revised provisional agenda shall be transmitted to the members of the ABM EC immediately.

24. The ABM Secretariat shall endeavour to circulate the annotated agenda to the members of the ABM EC at least two weeks prior to in-person meetings and at least one week prior to remote meetings.

25. Documents for a meeting of the ABM EC, unless otherwise decided by the Co-Chairs, shall be published on the ABM website, to the extent possible, at least four weeks prior to an in-person meeting and at least one week prior to a remote meeting.

26. The ABM EC shall, at the beginning of each meeting, adopt the agenda of the meeting.

27. Any item included on the agenda for a meeting of the ABM EC, of which consideration has not been completed at that meeting, shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the ABM EC.
IX. Decision-making

28. Members of the ABM EC shall endeavour to reach their decisions by consensus. If consensus cannot be achieved, decisions shall be taken through three quarters majority voting.

29. The ABM EC may use electronic means to take decisions.

30. Members shall announce any conflict of interest prior to decision-making and shall abstain from taking part in the related discussions and decision-making, in line with the Code of Conduct of the ABM EC.

X. Engagement with observers and other organizations

31. The in-person meetings of the ABM EC will be open to observers, except where otherwise decided by the ABM EC, subject to availability of space and resources. The ABM EC shall engage in an interactive question and answers session with observers at the end of each meeting.

32. The ABM EC may engage with and draw upon the expertise of relevant organizations, including at the intergovernmental, regional, national and subnational levels, where appropriate, and may invite stakeholders to attend its meetings, as needed, subject to the availability of resources.

33. The ABM EC shall call for inputs from stakeholders on documents for upcoming meetings, except where otherwise decided by the ABM EC. Inputs shall be collated by the ABM Secretariat and considered by the ABM EC during the meeting. Feedback on how the comments were addressed shall be published after the meeting.

XI. Transparency

34. The working language of the ABM EC will be English.

35. The ABM Secretariat shall translate key documents at least into French, subject to availability of resources.

36. All documents, materials and tools adopted by the ABM EC, as well as synthesized questions and answers from interactions with observers during meetings, will be made publicly available on the ABM website, except where otherwise decided by the ABM EC.

XII. Amendments to the working modalities and procedures

37. These rules of procedure may be amended by the ABM EC, as appropriate.