

Terms of Reference (ToRs)

of the

Local Consultative Working Group (LCG WG)

on Climate Change and Environment (CCE)

1. Goal and Objective

The over-arching goal of the LCG WG CCE is to move towards better information sharing and coordination between and among the Government of Bangladesh (GoB) and Development Partners (DPs) on all aspects related to climate change and environment, and specifically to increase the efficiency and accountability with which donor resources for climate change and environmental activities are allocated.

The objective of the LCG WG CCE is to contribute towards effective and coordinated implementation of national policies, strategies, action plans, projects and programmes in the areas of climate change and environment through commonly agreed targets.

2. Priority Areas

The priority areas for the WG are as follows:

- a. Adaptation of and resilience against the effects of Climate Change;
- b. Identification and coordination of Climate Finance schemes, including national and international finance schemes and promoting appropriate institutional reforms and arrangements;
- c. Preparation and support of the regular meetings of the Conferences of the Parties (COPs);
- d. Promotion of renewable energy and energy efficiency in order to reduce greenhouse gas emissions;
- e. Reducing Emissions from Deforestation and Forest Degradation (REDD+);
- f. Support for the protection/conservation of water sources;
- g. Protection against water, soil and air pollution for sustainable development.

The LCG WG CCE will closely collaborate with other LCG Working Groups in matters of mutual interest mentioned above.

3. Scope of Work

The specific scope of work for the LCG WG CCE includes, among others, to

- a. coordinate work within the sector, convene quarterly meetings or more often if required, and act as a moderator and facilitator for work ongoing in the sector of climate change and environment;
- b. promote and facilitate common intentions and integration of policies, approaches and efforts of DPs in the sector; this would include an inventory of GoB and donor activities in the sector to be updated regularly;
- c. promote harmonisation and alignment of activities as well as joint work/programmes, analyses to enhance aid effectiveness, avoid duplication and encourage complementarity in programming;
- d. contribute to ensuring mutual monitoring and accountability with GoB and amongst DPs engaged in the same sector;
- e. integrate key cross-cutting issues into the work of the sector, and coordinate on these issues with working groups specifically concentrating in these areas;

- f. support communication and dissemination of best practice in operational approaches/practices with demonstrable, measurable and effective impact;
- g. support the strengthening, effectiveness and accountability of the Bangladesh delegation to Conferences of the Parties (COPs);
- h. provide regular feedback to the LCG Plenary, and provide biannually an update on progress and constraints in the achievement of goals set by GoB in the sector, area or theme, as outlined in the joint “development results framework”;
- i. establish links with other LCG WGs, particularly those covering key climate change and environmental related concerns;
- j. identify shared climate change and environmental related concerns, and maintaining a constructive dialogue with the GoB and DPs;
- k. disseminate good practices as well as share lessons learnt

The LCG WG CCE will regularly report on its activities to the LCG Plenary. The LCG WG CCE will closely collaborate with the LCG WG on Aid Effectiveness in all matters related to the implementation of the Joint Cooperation Strategy and reform of the LCG.

4. Institutional and Administrative Arrangements

a. Chairmanship

The LCG WG CCE will be co-chaired by the Secretary, Ministry of Environment and Forests (MoEF) and a high-rank representative of the DPs.

The DP co-chair will be elected for a period of one year from the DP members of the LCG WG CCE by majority vote with the option of a one year extension on consensus from DP members. The DP co-chair may apply for the position and/or be nominated by the DP members of the WG.

b. Meetings

The LCG WG CCE will strive to meet four times per year. Either of the co-chairs may call for ad-hoc stakeholder or thematic meetings as required and meetings as required and meetings can also be held separately. Meetings will be held primarily at the MoEF. They can also be held at any other location agreed by the WG.

Generally, the Secretary MoEF will chair the meetings and the DPs co-chair in his/her absence and keep one another informed.

The co-chairs will be responsible for organising the meetings, setting of the agenda, preparing documentation, writing the minutes, maintaining membership lists, and any other tasks deemed necessary. After each meeting, the co-chairs will prepare and agree on the minutes and will post them on the LCG Website. All WG members will be informed about the publication via email.

c. Work Plan

The co-chairs with support and suggestions by all WG members will prepare an annual or bi-annual work plan in which the intended goals, targets and topics of the meetings will be outlined. The work plan is considered as a living document and can be adjusted anytime in accordance with needs and requirements that might arise.

- d. Sub-Groups and Task Teams
For specific and timebound matters, sub-groups and (technical) task teams can be established under the LCG WG CCE.
- e. Secretariat
The DP co-chair will assume the secretariat role of the WG CCE, and will carry out the administrative tasks in close consultation with the GoB chair. The co-chairs may request assistance from other members of the WG for specific tasks (e.g. briefings, presentations, data collection).

The DP co-chair - in close consultation with and support of the LCG Secretariat - will also be responsible for updates of the LCG WG webpage.

5. Membership

- a. Regular Members
Members of the working group will be primarily representatives of the GoB, DPs with an interest in climate change and environment. A list of members, including postal and e-mail addresses and telephone numbers, will be maintained by the secretariat and circulated regularly. Each DP agency represented in the meeting holds one vote. When a representative of one agency leaves Bangladesh, s/he should inform the chairs of the name of her/his replacement.
- b. Resource Persons
With the agreement of the members of the WG resource persons and consultants may be invited for specific agenda items.
- c. Private Sector / NGOs
Representatives of the private sector, Non-DP and Non-Governmental organisations with a strong interest in the activities of the CCE WG and/or an interest in a particular agenda item can be invited by the co-chairs to attend the meeting(s). These include academic, research and civil society organizations. Representatives can attend regularly the working group and participate actively but will not be granted the right to vote.

6. Information Management

The LCG WG CCE will give access to all relevant documents, links and related activities of the WG. The website to be used: <http://www.lcgbangladesh.org/> under the link "Climate Change and Environment".

7. Review of the ToRs

The ToRs of the CCE WG will be reviewed and revised as appropriate and at least every second year.

ToR approved on: October 2nd, 2013