

# Declaration on Carbon Pricing in the Americas – Platform for Cooperation Governance Guidelines (the “Guidelines”)

## 1. Introduction

- 1.1 The Platform for Cooperation (“the Platform”) of the Declaration on Carbon Pricing in the Americas (“the Declaration”) includes, as Participants:
  - a) National and subnational governments (“Members”) that have joined the Declaration;
  - b) Supporting institutions and organizations (“Partners”);
  - c) Observer governments from the Americas (“Observers”); and,
  - d) As appropriate, governments from outside the Americas, institutions, organizations and businesses that endorse the Declaration (“Endorsers”).
- 1.2 The objective of the Platform is to identify and work in opportunities to increase alignment of carbon pricing systems and promote carbon markets in the Americas, in order to maximize climate action while ensuring real progress on reducing greenhouse gas emissions, consistent with the overall vision and commitments set out in the Declaration.

## 2. Co-Chairs

- 2.1 The operations and activities of the Platform are guided by two Co-Chairs.
- 2.2 The role of the Co-Chairs is to:
  - a) Advance the objectives of the Platform and promote the Declaration, including its overall vision and the commitments contained therein;
  - b) Represent all Members on matters relating to the Declaration, which includes, inter alia, participation on panel discussions or at international fora, extend invitations to join the Declaration, etc.
  - c) Preside over meetings of the Platform and its Steering Committee;
  - d) Co-Chair the Annual General Assembly and author the Annual Report that will be presented to the Members for approval.
- 2.3 Each Co-Chair position is held by a Member government and implemented in a personal capacity by an employee of the Member government.
- 2.4 Co-chairs will serve two-year, staggered terms.
- 2.5 Members of the Platform will select one new Co-Chair each year, during the meeting of the Platform that occurs immediately prior to the Annual General Assembly.
- 2.6 Each Co-Chair will come from one of the two relevant regions, Northern America or Latin America, and will be selected by consensus. If no consensus can be found, Members from the relevant region will select the new Co-Chair from their region by majority vote.
- 2.7 If, for any reason, a Co-Chair is no longer able to undertake the assigned role, the Steering Committee should nominate an interim Co-Chair by consensus to fill the position until the next elections.
  - a) The recommendation will be circulated to the Members from the Co-Chair’s region for a period of two weeks, in order to rule out potential objections.
  - b) If no suitable replacement can be found, the co-Chairs’ responsibilities will be borne by the remaining Co-Chair until the next election.

## 3. Steering Committee

- 3.1 The Steering Committee includes the two Co-Chairs and at least two additional Members from each region (Northern America and Latin America).
- 3.2 The functions of Steering Committee are to:
- a) Determine and oversee the strategic direction of the Platform, in consultation with all Members, and other participants as appropriate;
  - b) Make operational decisions relating to the Platform's activities, such as those outlined in paragraph 3.3b, by consensus. If no consensus can be reached, operational decisions will be made by majority vote; and,
  - c) Take an active role to strengthen and grow the Platform, including by coordinating and/or supporting specific activities under its auspices.
- 3.3 Specific activities undertaken by Members on the Steering Committee may include, *inter alia*:
- a) Developing written briefings and proposals to all Members, and to other participants as appropriate, in advance of meetings and/or consultations on initiatives related to the Platform;
  - b) Coordinating the delivery of policy papers, studies, events, presentations and/or communications products, and providing other support, as appropriate, in relation to specific activities undertaken on behalf of the Platform; and,
  - c) Developing, in consultation with all Participants, a proposed Annual Report and Work Plan for consideration during the Annual General Assembly and final approval during a subsequent Steering Committee meeting.
- 3.4 Each year, the Co-Chairs will present a draft composition of the Steering Committee to the Annual General Assembly, for approval of each nominated Steering Committee member by a majority vote of Members of the Platform.
- a) Any Member may nominate or re-nominate itself for candidacy to the Steering Committee.
  - b) The Co-Chairs will make efforts to encourage some rotation within the Steering Committee's composition from year to year.
- 3.5 All Members on the Steering Committee are encouraged to take an active role in the Platform's work, e.g. by participating in its events and activities and relaying information back to senior officials in their jurisdiction.
- 3.6 The Steering Committee will hold regularly scheduled meetings throughout the year and may hold additional special meetings as necessary, subject to a minimum of four Steering Committee meetings per year.
- 3.7 All Members are invited to participate in any Steering Committee meeting, if they wish to do so, however any decisions will be taken by the Steering Committee. In addition, Observers and Partners may, from time to time, be invited to attend a Steering Committee meeting on an ad-hoc basis.

#### **4. Members**

- 4.1 Members of the Platform are national and subnational governments from the Americas that have joined the Declaration. All Members endorse the Declaration in full and take on the commitments contained therein.
- 4.2 Any subnational or national government from the Americas may request to join the Declaration via email to the Co-Chairs. The e-mail should contain a description of that government's domestic efforts on carbon pricing and an explanation of how these efforts are consistent with the vision and commitments contained in the Declaration to ensure that Members of the Platform intend to take on the commitments of the Declaration.

- 4.3 The Co-Chairs will circulate the request to all current Members of the Platform for a period of one month, in order to rule out potential objections. If no objection is heard, the candidate government will join the Declaration and is accepted as a Member of the Platform. If there is an objection, current Members will take a vote whereby a three-quarter majority will approve the request of the candidate government to join the Declaration and become a Member of the Platform.
- 4.4 Eligible governments join the Platform upon declaring, in writing, their intent to take on the commitments set out in the Declaration.
- 4.5 Co-Chairs, with consultation from current Members of the Platform, can extend an invitation to a subnational or national government from the Americas to join the Declaration and become a Member of the Platform. The invited government should accept the invitation by declaring, in writing, their intent to take on the commitments set out in the Declaration. The Co-Chairs will then accept the invited government as a Member of the Platform, overriding the vetting process outlined in paragraph 4.2 and 4.3.
- 4.6 New Members will be added to the Declaration Annex listing all members, will be announced via a press release, and will be introduced to all Participants at the next Annual General Assembly.

## **5. Observers**

- 5.1 Observers of the Platform are national and subnational governments in the Americas that are working on domestic carbon pricing initiatives but are not yet ready to join the Declaration and become a Member of the Platform.
- 5.2 Interested Observers should express their intent via email to the Co-Chairs, along with a description of the work they are undertaking on carbon pricing issues to ensure that Observers of the Platform are committed to upholding the spirit of the Declaration.
- 5.3 The Co-Chairs will circulate the request to all current Members of the Platform for a period of one month, in order to rule out potential objections. If no objection is heard, the candidate government is accepted to become an Observer. If there is an objection, current Members will take a vote whereby a three-quarter majority will approve the request of the candidate government to become an Observer of the Platform.
- 5.4 The new Observer will be added to the Declaration Annex listing all Observers.
- 5.5 Any Observer may become a Member of the Platform by following the procedures outlined in Section 4 of the Guidelines.

## **6. Partners**

- 6.1 Typically, Partners of the Platform are intergovernmental or non-governmental organizations or private sector or civil society actors that provide financial or in-kind support to the work of the Platform.
- 6.2 Any organization may express its intent to become a Partner via email to the Co-Chairs. The e-mail should contain a description of the organization's efforts and/or expertise on carbon pricing and how it wishes to support the Platform to ensure that Partners of the Platform are committed to upholding the spirit of the Declaration.
- 6.3 All Partners endorse the Declaration and agree with its overall vision. Making a financial pledge to the Platform is not a requirement to become a Partner.
- 6.4 The Co-Chairs will circulate the request to all current Members of the Platform for a period of one month, in order to rule out potential objections. If no objection is heard, the candidate organization is accepted to become a Partner of the Platform. If there is an objection, current

Members will take a vote whereby a three-quarter majority will approve the request of the candidate government to become a Partner of the Platform.

- 6.5 Following their confirmation by e-mail, the new Partner will be added to the Declaration Annex listing all Partners.

## **7. Endorsers**

- 7.1 Endorsers of the Declaration include governments from outside the Americas, intergovernmental and non-governmental organizations, businesses, financial institutions, civil society, or other entities.
- 7.2 Any entity that wishes to publicly endorse the Declaration is invited to share their endorsement and coordinates with the Co-Chairs via e-mail, for the information of Participants.

## **8. Annual General Assembly and Report**

- 8.1 The Annual General Assembly is held each year, typically on the margins of another major global climate-related meeting, such as the Conference of the Parties to the United Nations Framework Convention on Climate Change or a similar event or meeting.
- 8.2 The Co-Chairs, in consultation with the Steering Committee, will identify and present options of meetings or events on the margins of which the Annual General Assembly may take place in the incoming calendar year.
- 8.3 The Co-Chairs will circulate the options to all members to vote where the Annual General Assembly will take place.
- 8.4 The Co-Chairs, in consultation with the Steering Committee, will provide a notice of the time, agenda and coordinates of each Annual General Assembly. The notice will be sent to each Participant by e-mail not fewer than ten days in advance of the day on which the meeting is to be held.
- 8.5 The purpose of the Annual General Assembly is to:
- a) Take stock of the Platform's activities during the previous year and consider the proposed Work Plan for the following year;
  - b) Publish any outputs and outcomes resulting from these activities;
  - c) Identify challenges, solutions and next steps for the proliferation of carbon pricing throughout the Americas;
  - d) Announce the new Co-Chair and any changes to the Steering Committee; and,
  - e) Introduce new Participants that have joined the Platform.
- 8.6 All Participants in the Platform, including Members, Observers, Partners, and Endorsers of the Declaration, are invited to attend each Annual General Assembly.
- 8.7 Entities which are not Participants may be invited to attend the Annual General Assembly, on an ad-hoc basis, as decided by the Steering Committee.
- 8.8 The Co-Chairs will present a draft Annual Report (of the previous year) and Work Plan (for the upcoming year) to each Annual General Assembly for consideration by all Participants. The Annual Report and Work Plan will be prepared by the Steering Committee in consultation with all Members.
- 8.9 The draft Annual Report and Work Plan will be circulated to all Members at least 10 days prior to the Annual General Assembly. The revised Annual Report and Work Plan will be adopted by the

Steering Committee at its first meeting following the Annual General Assembly and may be further revised, if needed, by the Steering Committee.

## **9. Meetings**

- 9.1 Meetings of the Platform should be convened at least once every four months, either in person or via teleconference. Typically, at least one in-person meeting will occur each year, in conjunction with the Annual General Assembly.
- 9.2 Each meeting of the Platform is open to all Participants in the Platform. Typically, Members will speak first, followed by Partners, Observers, and then Endorsers.
- 9.3 Any Participant may join a meeting of the Platform via teleconference. The Participants joining by teleconference are deemed have equal status to those attending in person.
- 9.4 Any Member of the Steering Committee may propose a special meeting at any time, but the meeting can only be held with the approval of the Co-Chairs. The notice of any special meeting will declare the purpose or purposes for which the meeting is called.
- 9.5 The Co-Chairs, in consultation with the Steering Committee, will provide a notice of the time, agenda and coordinates of each meeting of the Platform. The notice will be sent to each Participant by e-mail not fewer than ten days, or in the case of a special meeting, not fewer than three days, in advance of the day on which the meeting is to be held.
- 9.6 The Co-Chairs, in consultation with the Steering Committee, are responsible for chairing each meeting and preparing a summary, including meeting minutes and/or a record of decision. The Co-Chairs will distribute the summary to all Participants as soon as practicable following the meeting, for approval by the Steering Committee at its next Steering Committee meeting.
- 9.7 A majority of the Steering Committee will constitute a quorum for the transaction of business. If, at any meeting, a quorum cannot be achieved because of the absence of Steering Committee members, then such meeting may be adjourned to a later date. Notice of the new time, date, and coordinates of the adjourned meeting will be provided to all of the Platform's members, as per paragraph 9.5.

## **10. Amending Participation in The Platform**

- 10.1 Any Member, Observer, Partner or Endorser may, at any time, request a change to their membership status or end their participation in the Platform by informing the co-Chairs in writing.