
Asia - Pacific Partnership on Clean Development and Climate

Task Force Guidelines

This document is intended for guidance only. Task Forces may develop and agree their own operating procedures, as appropriate to their circumstances, except where a statement is specifically identified as a *policy requirement*.

1. Introduction

1.1 These guidelines have been prepared by the Policy and Implementation Committee (the 'Committee') of the Asia-Pacific Partnership on Clean Development and Climate (the 'Partnership') to provide guidance for all Partnership Task Forces.

1.2 These guidelines should be read in conjunction with the Partnership:

- Charter, January 2006.
- Work Plan, January 2006.
- Communiqué, Inaugural Ministerial Meeting, January 2006.
- Action Plan Guidelines, April 2006.

2. Establishment and Purpose

2.1 The Partnership Charter established the Committee to govern the overall framework, policies, and procedures of the Partnership, and to periodically review progress. The Charter authorises the Committee to form appropriate Task Forces and other subgroups to assist it in its work.

2.2 It was decided to establish the initial eight Task Forces at the inaugural Partnership Ministerial Meeting in Sydney, Australia, in January 2006.

2.3 Task Forces are not permanent Partnership structures, existing only as long as is needed to achieve their objectives. They are created to deal with issues identified in the Work Plan and develop agreed Action Plans. Task Forces will propose modes for implementation and monitoring of the Action Plans. Task Forces should monitor progress made towards implementation of the agreed Action Plans, and may recommend further roles to be approved by the Committee.

2.4 The Committee will decide when to establish, disband, or hold in abeyance, a Task Force, taking into account any recommendation of existing Task Forces.

3. Leadership and Membership

3.1 Each Task Force will have a Chair and may have a Co-Chair. The initial Partner country responsibilities for Task Force Chairs and Co-Chairs were agreed at the inaugural ministerial meeting. Each Chair will be occupied by a senior government official named by the relevant Partner country. Co-Chairs may be a senior government or industry representative, named by the relevant Partner country.

3.2 Task Force Chairs are responsible for:

- organizing and chairing Task Force meetings;

- managing the development of Task Force Action Plans (by mid 2006);
- managing any Task Force role in the implementation of Action Plans agreed by the Committee, and monitoring implementation progress;
- resourcing and managing their Task Force secretariat;

3.3 Task Force Co-Chairs will support the Chair in the above functions, and by agreement between the Chair and Co-Chair, may take specific responsibility for particular tasks.

3.4 Membership of Task Forces will be kept to a manageable number to maximise efficiency. Each Partner may nominate up to four members to each Task Force, comprising a mix of government and industry representatives as determined by the Partner. However the Committee recognises that additional members may be appropriate for some Task Forces and Partners. Alternates for each Task Force member may also be designated. Chair and secretariat positions may be additional to the four member positions.

3.5 Industry members shall be those engaging in activities related to the theme of the Task Force to which they are named by the relevant Partnership country. Industry members shall, to the extent possible, take into account the views of their industries in their countries. Partners are responsible for establishing appropriate consultation mechanisms, if deemed necessary, within their countries.

4. Meetings

4.1 Task Forces may determine their own meeting and communication arrangements, including face-to-face meetings, telephone and video conferences, and e-mail groups. The location and frequency of meetings will be determined by the Chair, in consultation with the Co-Chair and members. Task Force meetings may be held in conjunction with Committee meetings or other relevant international gatherings.

4.2 Members of the Committee may be observers on the Task Forces. Partner countries may send additional observers to attend Task Force meetings, subject to decision by the Task Force. Experts from Partner countries may be invited by the Task Force to participate in Task Force discussions. Task Forces may develop procedures, subject to approval by the Committee, for managing non-member participation, including designation of open and closed sessions.

4.3 Agendas and papers for Task Force meetings should be circulated to all members at least three weeks in advance of meetings, and records of decisions and actions should be circulated as soon after each meeting as practicable. Copies of agendas, papers, and records should be sent to the Partnership Administrative Support Group for distribution to members of the Committee and, as agreed, posting on the Partnership web site (*policy requirement*).

4.4 All Task Force decisions or recommendations are to be made by consensus. Matters that cannot be resolved within Task Forces may, at the request of the Task Force Chair, be referred to the Committee (*policy requirement*).

5. Action Plans and Reporting

5.1 Each Task Force should develop an Action Plan in accordance with the Partnership Action Plan Guidelines. Action Plans, and any significant variations, will be approved by the Committee (*policy requirement*).

5.2 Action Plans may include a range of projects and activities over several years, to be undertaken by Partners or other entities, as agreed Task Forces should, where possible, identify appropriate entities and means for implementing Action Plan projects and activities.

5.3 Task Forces should report periodically to the Committee on implementation of Action Plans (*policy requirement*).

6. Evaluation and Communication

6.1 The Committee will provide guidance to Task Forces on the preparation of evaluation plans for Task Force projects and activities.

6.2 The Committee will provide guidance to Task Forces on the public communication of Task Force activities and products.

7. Funding and Intellectual Property

7.1 The Partnership Charter established the following funding arrangements (*policy requirement*):

- all costs for Task Force participation should be met by the Partner that incurs them, unless otherwise agreed;
- Partners may, at their discretion, contribute funds, personnel and other resources to Partnership activities, subject to the laws, regulations, and policies of the Partner.

7.2 The direct cost for participation in Task Force meetings, projects and activities is the responsibility of each Partner, unless otherwise agreed by the Task Force (*policy requirement*).

7.3 The direct cost of hosting Task Force meetings will be borne by the host country, unless otherwise agreed by the Task Force (*policy requirement*).

7.4 The Partnership Charter established the following Intellectual Property arrangement (*policy requirement*):

- All matters relating to intellectual property and the treatment thereof arising from cooperative activities of the Partnership are to be addressed on a case-by-case basis within the specific context in which they appear, bearing in mind the purposes of the Partnership.