



# GOVERNANCE RULES



# Governance Rules

## 1.0 The Partnership

- 1.1 These are the rules that govern the Partnership for Clean Fuels and Vehicles, as adopted by the Partners during the Annual Partnership Meeting held on 11 and 12 December 2003 in The Hague, The Netherlands.
- 1.2 The Partnership was launched at the World Summit on Sustainable Development in Johannesburg in September 2002 by governments, international organisations, industry, and non-governmental organisations (NGOs).
- 1.3 The Partnership's goals are presented in the Mission Statement (Annex 1).

## 2.0 Membership

- 2.1 The Partnership is open to any government, international organisation, industry organisation, non-governmental organisation or academic institution that supports the Mission Statement of the Partnership. Organizations may join as full Partners, and individuals with relevant expertise may join as Associate Partners. Associate Partners have all the same rights and responsibilities as Partners except for voting privileges.
- 2.2 Membership is subject to Advisory Group review; objections by the Advisory Group to membership applications will be forwarded to the Partnership. The same rules of procedure are necessary to suspend membership.

## 3.0 Advisory Group

- 3.1 The Advisory Group is a representative group of all Partners established to facilitate Partnership activities.
- 3.2 The Advisory Group will be comprised of voluntary members.
- 3.3 Advisory Group members will select a Moderator.
- 3.4 The Advisory Group should strive to equally represent the diverse groups within the Partnership.
- 3.5 The duties of the Advisory Group are outlined in Annex 3.

## 4.0 Partnership Meetings

- 4.1 Partners will meet at least on an annual basis and at such other times as deemed necessary. Meetings may be in person, by conference call or by any other means allowing decisions by a quorum. Associate Partners may attend these meetings.
- 4.2 Only Partners may vote on Partnership matters.
- 4.3 Any Partner or the Clearing-House may invite non-Partners to Partnership meetings for specific purposes and for limited discussion items. Such non-Partners will have an observer status and must agree to Chatham House rules before being allowed to attend the meeting (see Annex 4).



## Governance Rules

- 4.4 The Advisory Group will submit Financial and Progress Reports to the Partners on or before the Annual Partnership Meeting.
- 4.5 The Advisory Group will propose an Annual Budget and Workplan to the Partners for approval at the Annual Partnership Meeting.
- 4.6 The Partnership should strive for consensus in decisions, which will pass if there are no substantial objections.
- 4.7 Partners, Associate Partners and observers will be expected to cover the costs of their participation, unless the Advisory Group approves otherwise.

### **5.0 Partnership Working Groups**

- 5.1 From time to time, the Partnership may establish Working Groups to implement its mission.
- 5.2 Only Partners and Associate Partners may participate in such Working Groups, although Working Groups may consult experts from time to time. Such experts may participate in meetings only after agreeing to follow Chatham House rules (Annex 4).
- 5.3 Working Groups may elect their own Chairs.
- 5.4 Working Groups should strive for consensus in decisions, which will pass if there are no substantial objections.
- 5.5 Working Groups must try to schedule their meetings to maximise the opportunities for group member participation.
- 5.6 Working Group documents: Following completion of documents by the Working Groups, the documents shall be circulated to the entire Partnership for 30 days for review. If significant comments are received and/or major problems noted, the Working Group and its Chair will address these concerns. If deemed necessary by the Working Group, there may be a second distribution of the document to the entire Partnership. The Chair of the Working Group should highlight changes in the document so modifications are clear.
- 5.7 Working Group members may not release Working Group documents to non-Partners until the process outlined in 5.6 is completed.
- 5.8 Once approved, Working Group documents shall contain a disclaimer stating that the Working Group document does not necessarily reflect the views of all Partners.
- 5.9 Working Groups shall report their activities to the Partnership at the Annual Partnership Meeting.

### **6.0 Rules**

- 6.1 In all activities under the Partnership, including Working Groups, Advisory Group Meetings and Partnership Meetings, Chatham House rules (see Annex 4) will apply.



## Governance Rules

### 7.0 Changing Partnership Governance Rules

- 7.1 Any Partner may propose changes to previously approved Partnership governance rules, policies, documents and the Clearing-House mandate and duties. Partners proposing such changes must have an opportunity to explain the proposed change at a Partnership meeting.
- 7.2 The Partnership may agree to a proposed change under the following voting rules:
  - 7.2.1 Proposed changes regarding matters indicated under 7.1 will be forwarded by email to the Clearing House, who will then forward it to the entire Partnership for voting. All Partners must submit their votes within 30 days of the request, and a decision will carry if supported by three-quarters of all Partners within the 30-day period.

### 8.0 The Clearing-House

- 8.1 The mandate and duties of the Clearing-House are presented in Annex 2.
- 8.2 The Clearing-House will help the Advisory Group and Partnership Working Groups prepare for and implement any Partnership meetings.
- 8.3 The Clearing-House will help the Advisory Group prepare Annual Financial and Progress Reports and a proposed Annual Work Plan and Budget for Partnership consideration at the Annual Partnership Meeting.
- 8.4 The Clearing-House may represent the Partnership.
- 8.5 The Clearing-House is located at UNEP Headquarters in Nairobi, Kenya.  
P.O Box 30552  
Nairobi, KENYA  
Tel: +254-20-624-184  
Fax: +254-20-624-324

### 9.0 Conflict Resolution

- 9.1 In the event of a conflict that arises between Partners, which is not covered under the Governance Rules, the following process shall be followed:
  - 9.1.1 Partners with grievances shall submit their respective grievances to the Advisory Group.
  - 9.1.2 The Advisory Group will discuss the situation with each party, then come to a decision regarding the conflict.

### 10.0 Legal Liability

- 10.1 Neither the Partnership nor any of the Partners can be held liable for any direct, incidental, consequential, indirect, or punitive damages arising out of any activity, policy, and or other action undertaken by any party, including Partners, that pertain to the Partnership and its functioning.



## Governance Rules

### **11.0 Public Communications**

- 11.1 Any Partner, Associate Partner or Advisory Group member who speaks publicly about the Partnership and who is not a designated spokesperson must make it known that he or she is representing only his or her own views and not that of the full Partnership.
- 11.2 The Clearing-House will help the Partnership communicate with the public, including with the media, consistent with its mandates and duties.



## Governance Rules

### ANNEX I – Partnership Mission Statement

- a. Help developing countries to develop action plans to complete the global elimination of leaded gasoline and start to phase down sulphur in diesel and gasoline fuels, concurrent with adopting cleaner vehicle requirements;
- b. Support the development and adoption of cleaner fuel standards and cleaner vehicle requirements by providing a platform for exchange of experiences and successful practices in developed and developing countries as well as technical assistance;
- c. Develop public outreach materials, educational programmes, and awareness campaigns; adapt economic and planning tools for clean fuels and vehicles analyses in local settings; and support the development of enforcement and compliance programmes, with an initial focus on fuel adulteration; and
- d. Foster key partnerships between government, industry, NGOs, and other interested parties within a country and between countries to facilitate the implementation of cleaner fuel and vehicle commitments.



## Governance Rules

### ANNEX 2 – CLEARING-HOUSE MANDATE

The Partners assigned the following tasks to the Clearing-House:

- share and disseminate information to the Partners on relevant issues;
- operate and maintain a website to provide easy access to information, Partner activities, and resources;
- provide logistics for Partnership activities and events: workshops, technical assistance activities, etc;
- provide administrative help to Partners;
- maintain contacts in developing countries;
- help to gather appropriate information for countries;
- liaise with the other existing groups working on related activities;
- help to bring in new partners or participants in Partnership activities;
- develop and disseminate public outreach materials about the Partnership, along with technical materials for the developing countries;
- help to bring developing country NGOs, universities, and governments into the Partnership or its activities; and
- support Partners, at their request, in addressing the tasks above.



## Governance Rules

### ANNEX 3 – DUTIES OF ADVISORY GROUP

Duties of the Advisory Group include:

- Preparing the proposed Annual Budget and Workplan and the Annual Financial and Progress Report for approval by the Partnership
- Reviewing and approving new memberships and forwarding to the Partnership those requests that require further consideration.
- Deciding, after consultation with the Partners, the date and location of Partner meetings
- Establishing agendas for Partnership Meetings
- Assist with resolving conflicts as required
- Reviewing the Newsletter, as forwarded by the Clearing-Huouse
- Serving as the public spokesperson for the Partnership
- Designating additional spokespersons for specific issues, projects or regional activities, as needed
- Advise the Clearing-House as required



## Governance Rules

### ANNEX 4 – CHATHAM HOUSE RULES

Participants are free to use the information or opinions disclosed to them during Partnership meetings and Working Group meetings, subject to two conditions:

(a) Neither the identity nor the affiliation of the speakers, nor that of any other participant at that meeting may be revealed.

(b) It may not be divulged that the information was received at that meeting.