

Race to Zero Criteria Consultation Process

Terms of reference - 2022

Working Groups

This document outlines the Terms of Reference for the 2022 Criteria Consultation Working Groups.

Responsibilities

1. The Working Groups will meet on a regular basis between 24 January - 18 March to assess the existing Race to Zero starting line criteria and leadership principles, the interpretation guide and the lexicon;
2. The Working Groups will provide suggestions (where deemed necessary) to the UN High-level Climate Champions (“Champions”) to strengthen, enhance or amend the existing starting line criteria and leadership principles. Their suggestions will be focused on the specific topic of each working group.
3. These suggestions will be publicly available on the Race to Zero website and shared at the closing session of the Criteria Consultation process, after which the suggestions will be open for review, comment and feedback through a public, written consultation.
4. If the Working Groups consider the criteria to be sufficient, they will not be required to submit recommended amendments.
5. The Working Groups will operate in an advisory capacity, not in a decision-making capacity. Ultimately, the Champions will decide on which amendments to make to the minimum criteria, the interpretation guide and the lexicon, in consultation with the EPRG.

Functions

1. The Working Groups will provide the following functions:
 - a. **Meet** on a regular basis between 24 January - 18 March 2022 to discuss the topic in question.
 - b. **Review** the current criteria, leadership practices, interpretation guide and lexicon.
 - c. **Respond** to the questions in the [template document](#).
 - d. **Submit** their responses to the Champions, who will publish these responses in draft format.
 - e. If required, the Working Groups may arrange to meet with the Champions’ team and the EPRG to discuss in more detail their responses to the questions.

Composition

1. Working Groups are formed of around 5-15 individual experts and practitioners;
2. Members are drawn from:
 - a. Networks and initiatives in the RtZ;
 - b. Scientific or technical experts;
3. The composition of these working groups will be inclusive with respect to:
 - a. Gender
 - b. Geography, including developed and developing countries

- c. Types of actors (e.g. representatives of RtZ members, civil society, researchers etc.);
 - d. Domains of expertise
4. Each working group will have a Chairperson(s) to lead the conversations.
5. Each working group will be supported logistically by the Climate Champions team and Oxford University (to help arrange meetings, take notes and liaise with group members).
6. Members will serve for the period between 24th January - 18th March 2022.

Expectations for members of the working groups

1. Members engage as individuals, not as representatives of their organizations.
2. Members act in good faith to provide accurate, evidence-based advice to the Champions.
3. Members are not compensated or remunerated for their time.
4. Members will allocate 2-5 hours per fortnight to this work.
5. Members shall declare any interests they may have relating to a particular topic.
6. Each working group will have an assigned (co)-Chair(s), who will be responsible for completing the template questionnaire for the group.
7. Each working group will have a member of staff from the Climate Champions team / Oxford University supporting the logistical arrangements for the working group (email liaison, meeting arrangements, note-taking etc.)

Nomination process

1. Membership in the working groups is determined by the Champions.
2. Individuals may nominate themselves to serve on a working group by submitting a cover letter and CV to the Champions.
3. The Champions may appoint further members of each working group as needed.
4. At the request of the Champions, current members of the UNFCCC, the EPRG and of Race to Zero Partner initiatives may offer advice on individuals nominated to join a specific working group.

Operation of the working groups

1. The working groups will consider the existing minimum criteria, interpretation guide and lexicon.
2. In general, the working groups will operate asynchronously over email.
3. The working groups will be expected to meet 2-4 times over the consultation period to discuss their topic and their responses to the template questions.
4. Exceptionally, the working groups may request to meet with the EPRG or with the Champions during the consultation period.

Governance

1. The Champions may update these Terms of Reference as required, in consultation with the EPRG.
2. Working Group deliberations will be made public and members are free to discuss publicly the general workings or processes of EPRG. However, there shall be no

public deliberations regarding *specific networks, initiatives or Race to Zero members*.

3. Members of the Working Groups will be listed on the Race to Zero website.