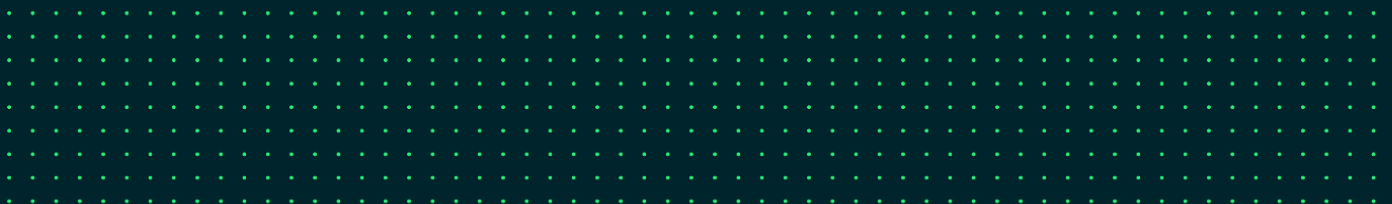




Terms of Reference (ToR)

For the Technical Committee of the Climate Action Data Trust



Contents

1. Objectives and Background
2. Purpose
3. Composition
4. Procedures and Organisation
5. Duties and Responsibilities
6. Legal Obligations
7. Individual Member Obligations

This draft document outlines the terms of reference and procedures of the Technical Committee (“the Committee”) of Climate Action Data Trust, an Advisory Body to the council (“the Council”) of the Climate Action Data Trust but ultimately supervised by the Board of Directors of the Climate Action Data Trust. The Committee will be appointed by the Council for a two-year term starting in December 2022 (the “Interim Period”), with the possibility for this period to be extended by six months due to any unforeseen circumstances. This document will be subject to legal review and amendments to modify it for the permanent governance period after the Interim Period.

1. Purpose

The purpose of the Committee is to advise the Council on all technical matters related to the development and maintenance of the data model and the platform software underpinning the Climate Action Data Trust. This will include, but not limited to, advising on iterative updates to the data model and developing recommendations on a technology development roadmap and integration of data providers and users. The Council may request this committee to perform additional technical work; additionally, this committee may have sub-committees or workstreams for different topics. The Committee will also recommend an approach to these questions in the medium term to help the Council to develop Climate Action Data Trust's governance approach for the period after the Interim Period.

The decisions taken, and opinions expressed in the Committee will not be binding, on the Council who, in turn, will make recommendations to the Board. The Council is encouraged to establish a regular consultative cadence with this body.

The Board may at its own initiative and in accordance with its supervisory role independently seek the Committee's views on the aforementioned.

2. Composition

Size

- a. The Committee shall comprise [20-40] members (the "Members") during the Interim Period.
- b. The Council shall decide whether to enforce a maximum number of Members.

Appointment of the Committee

- c. Members will be appointed by the Council at its first meeting in consideration of the balance between expertise, representativeness, and efficiency for the Committee Responsibilities.
- d. The initial term of all Members will be two years, or until the end of the Interim Period.
- e. Members may serve the mission of the Climate Action Data Trust in either (i) their personal capacity as individuals or (ii) by representing a government, company, agency, or other entity.
- f. Notwithstanding point (e) above, if a Member serves in their personal capacity, such Member will be expected to voice the interests of the stakeholder type and region of the entity that he or she is associated with when conducting work on behalf of the Climate Action Data Trust.
- g. Each Member shall:
 - i. act to further the interests, mission and vision of the Climate Action Data Trust and not for personal or professional gain
 - ii. not collusion or engage in anti-competitive behaviour (e.g., sharing confidential business data)
 - iii. treat other Members, Secretariat and governance bodies with respect at all times
 - iv. respect the roles of the Chair and other staff in managing and steering the meetings

Initial List of Candidates

- h. IETA will put forward an initial list of candidates for the Committee for the Council to consider, prepared in consultation with the World Bank and the Singapore Government.
 - i. These candidates shall be selected primarily (but not exclusively) from the entities involved in the World Bank Climate Warehouse Simulations process.
 - ii. IETA will approach these entities and solicit nominations of a willing candidate to serve on the Committee.
 - iii. The invitation for an entity to submit a candidate for the Committee will be independent and separate from that entity's membership on the Council.
 - iv. The candidate list may include observers.

- i. The Council shall assess the suitability of the listed candidates for the Committee Responsibilities and confirm the initial composition of the Committee in their first meeting.
- j. If a Member wishes to withdraw from the Committee or ceases to be associated with the entity which put them forward, the Council will solicit the entity to nominate a replacement for the Interim Period.
- k. The Council will be free to recruit further Committee Members at any point using a method and criteria they deem appropriate.

Renewal and Transition to Permanent Governance

- l. The Council shall establish all requisite procedures for the election or appointment of new Members in the period following the Interim Period.
- m. Members shall provide recommendations on the structure and composition of the Committee to aid the Council in this process.

3. Procedures and Organisation

Roles and organisation

- a. The Committee shall have one Chairperson (Chair) or up to two (2) Co-Chairs.
- b. The Committee Chair or Co-Chairs shall be confirmed by the Council after a recommendation from the Committee members defined after the first Committee meeting.

Meetings

- c. The Committee will meet at a reasonable frequency determined by the Chair, but no less than six (6) times per calendar year.
- d. The meetings may be carried out in person or using remote internet or phone communications.

Rules and Procedures

- e. The Committee shall conform to any Terms of Reference or other regulations that may be imposed on it by the Council and shall report all acts and proceedings to the Council as soon as reasonably practicable.
- f. The Council shall review and approve the draft Committee Terms of Reference before the first meeting of the Committee.
- g. Except as otherwise stated in these terms of reference, the Committee shall determine its own procedures.

Decision-making

- h. Committee decisions shall be made by a vote. Each Member will have one vote.
- i. A quorum for a Committee meeting shall exist when the majority of its Members are present in person, by telephone, or other live electronic means.
- j. The Committee shall aim to make decisions by consensus, which is deemed to mean the lack of sustained objection. In the event there is no consensus, decisions shall be taken by a simple majority of the votes of the Members present at a meeting where a quorum has been reached.

Secretariat

- k. The Committee shall be supported by a Secretariat, serviced by IETA in the Interim Period.
- l. The main Secretariat point of contact for the Committee shall be the Technical Director.

4. Duties and Responsibilities

The Committee shall address:

Data model development and updates

- a. Review the data model and feedback suggestions inherited from the World Bank simulations.
- b. Recommend to the Council a process for continued development of the data model.
- c. Carry out further changes to the data model, including collaborating with a standards development process if this approach is decided by the Council.

IT development and maintenance

- d. Prepare the Climate Action Data Trust's IT development roadmap for the Council to consider.
- e. Prepare the Climate Action Data Trust's IT maintenance roadmap for the Council to consider (e.g., cloud provider, etc.)
- f. Recommend a priority list for requests for additional IT functionality outside the roadmap.
- g. Evaluate terms of collaboration with IT service providers.
- h. Recommend to the Council an approach toward blockchain-specific technical questions, including the use of cryptocurrency, the interoperability, the environmental and technical sustainability (e.g. hardware space, etc.)

- i. Advise the Council on technical security matters of the platform (jointly with IT provider/in- house IT team)
- j. Advise the Council on technical matters of service provider integration, including potential data user fees.

Data provider management

- k. Recommend the deployment model (e.g. local vs cloud, etc.) and the required onboarding support for each type of deployment (jointly with IT provider/in-house IT team)
- l. Prepare the process and documentation for the integration to the platform both through user interface (manual entry) and API
- m. Advise the Secretariat on the strategy and process for onboarding data providers.
- n. Advise the Council and Secretariat on the technical considerations of adding new organisations to the default organisation view on the public-facing website (observer node).

Transition to Permanent Governance

- o. Prepare a medium-term roadmap recommendation for IT and data model development for the approval of the Council. The chapters of this roadmap will include topics such as, but not limited to:
 - i. IT development and maintenance (e.g. functionalities, security, deployment, etc.)
 - ii. Onboarding documentation, tools and support
 - iii. Data model development and iterative reviews
 - iv. Others

5. Individual Member obligations

A Member is not a fiduciary of the Climate Action Data Trust.

Each Member shall:

- a. Attend all Committee meetings to the best of their ability;
- b. Be informed about the Climate Action Data Trust's mission, services, policies, and programs;
- c. Carry out additional roles within the Committee, if appointed (e.g., Chair, Co-Chair, etc);
- d. Review the agenda and supporting materials prior to Committee meetings;
- e. Inform others about the Climate Action Data Trust; advocate for the Climate Action Data Trust;

- f. Suggest possible nominees to the Committee who can make significant contributions to the work of the Committee and the Climate Action Data Trust;
- g. Keep up to date on developments in the relevant industries; and
- h. Follow conflict-of-interest, confidentiality and other good governance policies adopted by the Board from time to time.

Please note that this Terms of Reference remains subject to the other governing documents, the Constitution of the Climate Action Data Trust and the laws generally applicable in Singapore from time to time (including under the Companies Act 1965).



ANNEX I:

RECOMMENDATIONS FOR THE TECHNICAL COMMITTEE FROM THE FINAL REPORT FROM THE PUBLIC CONSULTATION ON GOVERNANCE AND FINANCE

Technical Committee

The Board should convene a Technical Committee to oversee the data specification development for the Climate Action Data Trust and the collaboration with IT providers such as Chia Network. This body would make the decisions and recommendations to the Council but are ultimately supervised by the Board.

The data specification development process should build on the World Bank simulations. The initial product should take into account both the need to act quickly and the Climate Action Data Trust's mission to maximise programme participation. **The data specifications will have to ensure the relative ease of programme participation required to drive adoption quickly, while offering data users sufficient information to judge programme legitimacy and environmental integrity.** Technical expertise in the subject matter and consensus-building will likely be the main qualities required for this process.

The Council should be able to recruit personnel from beyond its member organisations for the Technical Committee, depending on need. Suitable candidates may include technical experts from Independent Standards and Governments, the World Bank, Chia Network, independent experts, as well as potential data users or stakeholders whose processes may be impacted by the decisions on the data model (i.e., project developers). It may also benefit from broader community consultations via the User Committee or a formal public consultation process.

The Technical Committee may also wish to seek outside support on the specification development process or outputs, including but not limited to consultations with, or outsourcing parts of the process to, national or international standard development organisations (e.g., BSI, Enterprise Singapore, ISO). Alternatively, it may decide to elevate the agreed data specifications to an (inter)national standard to increase legitimacy and adoption, if deemed necessary. **Considering the data model flexibility built into the latest prototype, the Technical Committee is advised to seek fast agreement on the minimum viable set of specifications which would enable operationalization while preserving environmental integrity.**

