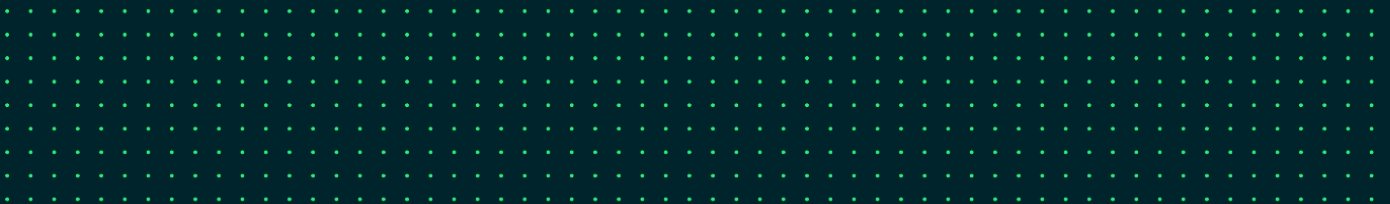




# Terms of Reference (ToR)

For the User Forum of the Climate Action Data Trust





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This document outlines the terms of reference and procedures of the User Forum (the "**Forum**"), an advisory body to the council (the "**Council**"). The Forum will be appointed by the Council for a term lasting until the end of 2024 (the "**Interim Period**"), with the possibility for this period being extended by six months due to any unforeseen circumstances. This document will be subject to review and amendments to modify it for the permanent governance period after the Interim Period.

### 1. Purpose

The purpose of the Forum is to act as a market sounding board for the Council and the Technical Committee for technical, policy, and business questions. This will include, but will not be limited to, understanding and providing input to the Council's priorities during the Interim Period when prompted; reviewing and commenting on the data model resulting from the work of the Technical Committee, including to suggest future changes; identifying potential data use cases; communicating market needs to enable better data use; and identifying desired IT updates and inputting into future feature development.

The Council may use the Forum as a body for ad-hoc stakeholder consultations within a smaller, defined group; additionally, the Forum may form subgroups or workstreams for different topics. The Forum will also recommend to the Council how to proceed with the group in the medium term to help the Council to develop Climate Action Data Trust's governance approach for the period after the Interim Period.

### 2. Composition

- a. The Forum shall be comprised of 30-50 members ("**Forum Members**") during the Interim Period.
- b. Forum Members will be appointed by the Council in consideration of the balance between expertise, representativeness, and efficiency for the responsibilities.
- c. The initial term of all Forum Members will be until the end of the Interim Period.
- d. Forum Members will serve the mission of the Climate Action Data Trust in their personal capacity as individuals. Members will be expected to carry out their role reflecting the interests of the stakeholder type and region of the entity that they are associated with when conducting work on behalf of the Climate Action Data Trust.
- e. Each Member shall:



- a. act to further the interests, mission and vision of the Climate Action Data Trust and not for personal or professional gain
  - b. not collude or engage in anti-competitive behaviour (e.g., sharing confidential business data)
  - c. treat other Members, Secretariat and governance bodies with respect at all times
  - d. respect the roles of the Chair(s) and other staff in managing and steering the meetings
- f. If a Member wishes to withdraw from the Forum, the Council will solicit the entity with which they were associated to nominate a replacement for the Interim Period.

### **3. Procedures and Organisation**

#### Roles and organisation

- a. The Forum shall have one Chairperson (Chair) or up to two (2) Co-Chairs.
- b. The Forum Chair or Co-Chairs shall be confirmed by the Council after a recommendation from the Forum Members.
- c. The Forum can create subgroups, for instance to assess specific issues or conduct specific tasks. Each subgroup will be managed by a Coordinator.

#### Meetings

- d. The Forum will meet at a reasonable frequency determined by the Chair(s), but no less than four (4) times per calendar year.
- e. The meetings may be carried out in person or using remote internet or phone communications.
- f. The Forum may also employ alternative methods of discussion, exchanging information and communicating preferences, e.g., online/email surveys, submitting written responses to a prompt or consultation shared via the Secretariat, and others.

#### Rules and Procedures

- g. The Forum shall conform to the governing documents, these Terms of Reference or other guidelines that may be imposed on it by the Board or the Council and shall report all relevant acts and proceedings to the Council as soon as reasonably practicable.
- h. Except as stated in these Terms of Reference, the Forum shall determine its own procedures.



### Decision-making

- i. The Forum will aim to make decisions by consensus. Where this is not possible, voting will be used. Each Forum Member will have one vote.
- j. A quorum for a Forum meeting shall exist when the majority of its Forum Members are present in person, by telephone, or other live electronic means.
- k. If voting is used, decisions will be made by a simple majority of the votes of the Forum Members present.

### Secretariat

- l. The Forum shall be supported by the Secretariat during the Interim Period.
- m. The main Secretariat point of contact for the Forum will be the Community Manager.
- n. The Secretariat will be the primary communication channel with the Council.

## **4. Duties and Responsibilities**

At the beginning of each year, the User Forum should develop a work plan for the Council to approve. This may include the following topics, among others:

- a. Data model development: Review the data model inherited from the World Bank simulations and suggest desired changes to enable more or better use cases.
- b. IT Development: Review the draft Technical Roadmap – to be prepared by the Technical Committee – and provide comments and recommendations. Identify and communicate desired platform updates.
- c. General matters: Review the Council’s Interim Period priorities and provide comments for consideration.
- d. Transition beyond the Interim Period: Provide input to the Council on a high-level medium-term roadmap for the Climate Action Data Trust.

The User Forum may provide recommendations to the Council regarding its role, structure or membership.

The Council may make further requests of the User Forum.



## 5. Individual Member obligations

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

### Each Member shall:

- a. Attend all Forum meetings to the best of their ability;
- b. Be informed about the Climate Action Data Trust, services, policies, and programs;
- c. Carry out additional roles within the Forum, if appointed (e.g., Chair, Co-Chair, etc);
- d. Review the agenda and supporting materials prior to Forum meetings;
- e. Inform others about the Climate Action Data Trust; advocate for the Climate Action Data Trust;
- f. Keep up to date on developments in the relevant industries; and
- g. Follow conflict-of-interest, confidentiality and other good governance policies adopted by the Board from time to time.

These Terms of Reference remain 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).

