

**GUIDANCE DOCUMENT ON
STAKEHOLDER INVOLVEMENT
FOR THE GOVERNORS' CLIMATE AND FORESTS TASK
FORCE**

Version 1.0 | October 2010

GOVERNORS' CLIMATE AND FORESTS TASK FORCE

Introduction

The Governors' Climate and Forests Task Force (GCF) is a unique multi-jurisdictional effort between 15 states and provinces, representing over 20% of the world's tropical forests. The GCF is promoting technical cooperation, building capacity, and developing policy recommendations for Reducing Emissions from Deforestation and Forest Degradation (REDD). Stakeholder involvement is a critical component of the development and implementation of robust REDD programs and activities. The main goal of this guidance document is to facilitate stakeholder participation in GCF activities.

At the GCF-Stakeholder meeting in Aceh in May 2010, a group of stakeholders petitioned the GCF Task Force to develop a draft process for stakeholder involvement before the 4th GCF plenary meeting in Santarém.¹ In response to the petition, the GCF Secretariat created and worked with an ad-hoc group from May to September of 2010 and produced a [GCF Background Document for Stakeholder Involvement](#), and a Draft GCF Stakeholder Involvement Guidance Document. On September 16, 2010, the Santarém plenary adopted key sections of the draft stakeholder involvement policy document. The sections adopted in Santarém have been compiled and published here as the GCF Task Force's guidance document on stakeholder involvement.

The GCF Task Force's stakeholder involvement ad-hoc group consisted of the NGOs that submitted the petition in Aceh, the GCF Secretariat, the GCF Coordinator for Brazil (Ernesto Roessing), and a GCF consultant (Luis Meneses). The GCF background document for stakeholders and the draft guidance document presented in Santarém were produced by the ad-hoc group through phone conferences and numerous document review iterations conducted via email. The GCF Background Document for Stakeholder Involvement is a reference material for stakeholders to use as a supplement to this guidance document. It provides an overview of the current structure, goals, and general procedural rules of the GCF Task Force.

It is the intention of the GCF Task Force that this guidance document facilitates transparency and inclusivity in GCF activities.

Finally, this document does not reflect the official position of any of the organizations that participated in the GCF stakeholder involvement ad-hoc group.

Guidance Document on Stakeholder Involvement for the Governors' Climate and Forests (GCF) Task Force

This GCF Task Force stakeholder involvement policy reflects a principle- and goal-oriented process approach. The **principles** of the GCF Task Force are the foundational guidelines that should be used in the involvement of stakeholders in GCF Task Force activities. The **processes** are the rules and procedures that are necessary to ensure the efficient and effective implementation of the policy.

GCF TASK FORCE PRINCIPLES

- **Transparency.** GCF information and processes are clearly described, disseminated, and publicly available.

- **Inclusivity.** Relevant stakeholders are engaged in GCF activities.

- **Timeliness.** Information is prepared and disseminated with reasonable time for stakeholder evaluation.

- **Accountability.** Stakeholder views are accurately captured and their acceptance or rejection in the decisionmaking process is evident.

TECHNICAL/ADVISORY BODIES OF THE GCF

Selection Process	Member states and provinces, the Secretariat, and/or Technical/Advisory Body Leads may invite stakeholders to participate in the Technical/Advisory Bodies.
Transparency and Accountability	<ol style="list-style-type: none"> 1. The Lead provides draft and final documents to stakeholders for review and input in a timely manner. 2. The Lead is responsible for documenting stakeholder input. 3. Each Technical/Advisory Body will keep minutes and/or will prepare summary reports of its meetings.

GCF OPEN/CLOSED MEETING POLICY

The GCF to the extent possible will convene open meetings. When meetings are closed to the public, the GCF will announce the topic of the closed meeting. The GCF may decide to provide summaries of closed meetings to the public with Chatham House/confidentiality rules (non attribution to any one person). GCF will provide reasonable advance notice to open/closed meetings. The GCF may hold closed meetings when sensitive, strategic, and/or confidential information will be

discussed pertaining to the GCF as an organization and to GCF members and personnel.

Stakeholders should direct input within the scope of the 4 GCF Task Groups and 3 GCF Working Groups to the appropriate Task and Working Group Leads. For the contact information of the Working Group and Task Group Lead, see Sections 1.1.1. and 4.1, respectively, of the GCF Task Force Background document.²

Stakeholder input on the general GCF Task Force activities should be directed to the [GCF Secretariat](#) .

The GCF states and provinces are responsible for outreach to the stakeholders in their respective states and provinces. Stakeholder input on GCF-related activities at the local-, state-, and province-level should be directed to the appropriate GCF country coordinator,³ copying the state and province leads listed on the [GCF website](#). If there is not a country coordinator assigned to your area of interest, contact the state or province lead listed on the website referenced above.

¹ GCF Task Force, 3d plenary mtg, May 20th GCF-Stakeholder mtg (2010).

² Governors' Climate and Forests Task Force. 2010. Background Document for Stakeholder Involvement in the Governors'

Climate and Forest Task Force. <http://www.gcftaskforce.org/documents/GCF-Background-Document-Stakeholders.pdf> (accessed October 26, 2010).

³ *Id.* Section 4.3.