

Governance Paper

Updated in December 2020



TRANSPORT
DECARBONISATION
ALLIANCE



Preamble

- *The design of the TDA governance structure is based on a commonly shared ambition to maximize action by the TDA while minimizing governance requirements.*
- *The main purpose of the governance provisions listed below is to create transparency in the manner that the TDA functions and thereby create a level playing field for all organisations involved in the TDA.*

I. Name, Status and Objectives

1. The Transport Decarbonisation Alliance (TDA) is set up as a non-legal, non-binding coordination effort among countries, cities & regions and companies that have a commitment to accelerating action on transport and climate change.

2. The objectives of the TDA are:

- Facilitating discussion on decarbonisation in the context of global, regional, national, local and corporate policy processes on transport and climate change;
- Demonstrating that decarbonisation is technically feasible, economically attractive, and brings broad social and environmental benefits;
- Advocating acceleration and engaging progressively a growing number of actors in ambitious action on climate change by sharing experiences and best practices.

II. Membership and Ecosystem

3. The TDA is an ecosystem of like-minded entities and organisations committed to ambitious action on transport and climate change. Its membership is expected to develop in a phased manner. The TDA has only organisational membership and does not admit individual members. Membership consists of:

a. Core Members: Countries, Cities & Regions, and Companies.

4. TDA membership consists of Countries, Cities & Regions and Companies. TDA members shall demonstrate their commitment to transport decarbonisation by:

- **Making a public commitment to accelerate action** to decarbonise transport before or by 2050, and to develop ambitious short; medium (2030-2040); and long-term (2050) strategies and actions;
- **Providing up-to-date public information about their objectives**, actions, progress and experiences in decarbonising transport, particularly along the overall principles and directions of the Global Macro-Roadmap: An Actionable Vision on Decarbonised and Resilient Transport developed by the Paris Process on Mobility and Climate (PPMC);
- **Working together in constituencies integrated approach** through Communities of Interest, focusing on concrete topics of common interest and solutions; demonstrating that transport decarbonisation is technically feasible, economically attractive, and brings broad social and environmental benefits;
- **Sharing information and experiences** about their TDA activities with other TDA members;
- **Contributing actively to promote TDA objectives**;
- **Contributing the financial annual support fee** in accordance with provisions established by the TDA Steering Committee;
- **As possible, and on a voluntary basis, providing in kind assistance or additional financial contributions** to TDA's daily operations and/or work streams, events and actions set in the annual work plan.

5. **TDA Countries** commit to work in close cooperation with their cities, regions and home-based companies in developing and implementing their transport decarbonisation strategies. They strive to make locally based cities, regions and companies become part of the TDA.

6. Similarly, **TDA Cities & Regions** work on their own decarbonisation objectives and implementation plans, in line with, or more ambitious than, national policies and they actively coordinate with national/international companies.

7. **TDA companies** commit to implement decarbonisation strategies throughout their operations and supply chains, worldwide, to propose decarbonised products/services and invite other business organisations, and professional associations, to follow similar pathways and become TDA supporters.

8. TDA members are asked to sign the TDA membership charter. Members are expected to provide a letter from their Minister, Mayor/Governor, CEO, as appropriate, to confirm the membership of the TDA.

9. Participants in the first TDA meeting that took place on 27-28 February 2018 in Porto, which afterwards confirmed their membership, are considered the initial members of the TDA.

10. Entities are welcomed to join the alliance at any time in a given calendar year, as long as they comply with the membership criteria, have their candidature approved by the Steering Committee and commit to TDA members' duties and responsibilities (as outlined above).

11. Entities interested in becoming a member of the TDA shall contact the TDA Secretariat through a letter signed off by their head of organisation (Minister, Mayor/Governor, CEO) as proof of institutional commitment. Existing members of the TDA, either within the Steering Committee or other members, can also decide to propose certain countries, cities, regions and companies for membership in the TDA. Based on the recommendation of the Steering Committee, the TDA Secretariat can also reach out to organisations and invite them to join the TDA as partner organisations.

12. Membership candidacies and/or proposals shall be discussed by the TDA Steering Committee before formal invitation is extended by the Secretariat. The TDA Secretariat shall carry out a screening of potential members, based on the membership criteria outlined above and report the findings to the TDA Steering Committee, which shall make the decision on admitting interested entities.

13. Members of the TDA agree to pay a financial annual support fee, which is a contribution towards TDA's operations costs. The amount of the fee is 15.000 Euros per year. Payment of the financial annual fee allows members to participate in all activities of the TDA. Possible changes to the financial annual fee could be decided by the Steering Committee and agreed upon by the members of the TDA.

In addition, and on a voluntary basis, TDA members can decide to provide in-kind assistance or additional financial contributions to TDA's daily operations and/or work streams, events and actions set in the annual work plan.

The TDA also accepts contributions from Foundations and others provided that the use of such contributions is in line with the annual work program of the TDA. All financial contributions will be listed in the annual financial report.

b. TDA Partners

14. To help TDA members access all relevant methodological frameworks and tools on the decarbonisation of transport, the TDA proposes to set up a "TDA ecosystem" that includes organisations that have developed, or are developing relevant methodological guidance for TDA members. (e.g. International Transport Forum, International Energy Agency, World Business Council for Sustainable Development, C40, IDDRI, Movin'On, PPMC, SLOCAT Partnership, etc.). Such a TDA ecosystem is expected to be supportive without being prescriptive.

15. At the invitation of the Steering Committee, partner entities can take part in, or contribute to the activities of the TDA. They can also suggest activities to the Steering Committee for inclusion in the TDA Work Program. TDA partners are invited as observers to meetings of the TDA. They are welcome to make grants available to the TDA for implementation of the TDA work program.

III. Steering Committee

16. An 11-person Steering Committee oversees the functioning of the TDA. The Steering Committee has nine members representing countries (three persons), cities or regions (three persons), and companies (three persons). In addition, the Paris Process on Mobility and Climate provides two non-voting members, who are also expected to represent the founding supporters to the TDA (described in part II). The TDA Steering Committee aims to have regional, gender and stakeholder balance. The formal level of representation in the Steering Committee is at the level of head of organisation, or deputy. The three main constituencies in the TDA, countries, cities and regions, as well as companies, each select their own representatives on the Steering Committee and each of the three constituencies appoints one person leading their respective Constituency.

17. The Steering Committee:

- Elects from among the members of the Steering Committee a Chairperson whose task is to chair the Steering Committee and a Treasurer whose task is to oversee the finances of the TDA;
- Admits new members;
- Oversees the implementation of an annual work plan for the TDA, the development of which is driven by the members of the TDA;
- Approves organisational arrangements for the TDA, this includes the selection of secretariat;
- Assists in the representation of the TDA and contributes towards fundraising efforts.

IV. Meetings

18. The TDA aims to have one annual meeting where the work program, proposed by the Steering Committee, and any organisational matters, are to be discussed. The annual meeting will normally take place in the first quarter of the year in order to take into account the results of the previous UNFCCC COP, which is typically held in November or December of the previous year. The intention is that the TDA annual meeting is hosted by a TDA member and prepared by the TDA Steering Committee assisted by the TDA secretariat. All other TDA meetings and events are described in the TDA work program.

V. TDA Secretariat

19. The TDA is supported by a Secretariat, which:

- Maintains the overview of membership of the TDA, accepts and reviews applications of new members, administers the receipt of payments of annual support fees, as well the requests for partial or full waivers for payment of annual support fee;
- Helps plan and organise the annual TDA meeting and prepares the minutes of this meeting and communicates these to the members of TDA;
- Develops the TDA work plan and prepares periodic reports on its implementation for the TDA Steering Committee;
- Maintains an overview of the budget of the TDA and administers funding provided to the TDA and, if requested by the Steering Committee, assists in fundraising for the activities of the TDA;
- Facilitates the implementation of projects and events included in the annual TDA work plan whereby it seeks active involvement of the members and partners of the TDA;
- Has a lead role in outreach activities on behalf of the TDA, including the maintenance of the TDA website and other outreach media (e.g. Twitter and Facebook);
- Also considers other tasks requested by the Steering Committee of the TDA.

20. SLOCAT Partnership on Sustainable, Low Carbon Transport serves as TDA Secretariat subject to annual reporting and bi-annual performance review.

21. The TDA Steering Committee oversees the functioning and the work of the secretariat.

22. Whenever a task of common importance can be done by a member or various members together, the TDA secretariat would not replicate or take over this task.

VI. TDA Annual Work Plan

23. The annual work plan of the TDA is developed on the basis of extensive inputs from the members of the TDA. It has at least the following components:

- i. Narrative description of deliverables;
- ii. Budget, which outlines how these deliverables will be realised; and
- iii. A summary of the organisational arrangements for the implementation of the activities contained in the work plan.

VII. Funding of the TDA

24. The TDA budget in terms of income will include:

- a. Annual financial support fees from members of the TDA;
- b. Core support or funding from TDA partner organisations for specific programs of the TDA provided through grants;
- c. Any additional voluntary funding provided by TDA members beyond their annual financial support fee for specific events or work streams that are part of the annual work plan of the TDA.

25. The TDA can also accept in kind contributions from TDA members or supportive/partner organisations. This can include seconding staff on a full-time or part-time basis, whereby the seconded staff is either working in the TDA Secretariat or on a remote basis. These are however not considered part of the fixed annual support fee, unless specifically ruled to be so by the Steering Committee.

VIII. TDA Budget

26. The annual budget of the TDA is prepared for approval at the annual TDA meeting. This budget is developed on the basis of an annual work plan and differentiates the budget required for (a) what is defined as the common tasks: e.g working streams., research, communication, general events and TDA coordination; and (b) activities under the optional menu of actions.

27. The TDA Steering Committee oversees the implementation of the TDA budget and, where required, gives guidance to the TDA secretariat on the modification of the TDA budget.

IX. Amendments to Governance Structure

28. The TDA governance structure can be adjusted through proposals deemed necessary by the Steering Committee or made to the Steering Committee by members at the annual meeting. All proposals shall be made in the best interest of the distinctive TDA identity, which is characterised by the countries, cities & regions and companies membership and the integrated approach among them.

29. Proposals for amending this Governance Paper shall be approved by the Steering Committee and presented by the Secretariat to the entire membership for consideration and adoption on a non-objection basis during a 2-week consultation period.