

# LOCAL GOVERNMENTS AND MUNICIPAL AUTHORITIES CONSTITUENCY (LGMA) STEERING COMMITTEE TERMS OF REFERENCE

## I. PURPOSE OF THE LGMA

1. Provide a unified global voice for subnational governments in international climate policy and negotiation spaces, ensuring local and other subnational governments are visible, credible, mobilized and influential in UNFCCC-related global climate processes, on behalf of the Global Taskforce of Local and Regional Governments.
2. Strengthen advocacy and diplomacy through collective impact, aligning messages and actions across diverse local and regional government networks, platforms, alliances and organizations to amplify influence year-round and at key global moments.
3. Help to shift global narratives from fragmented local action to a coherent global movement, highlighting how subnational governments are already leading on climate action, sustainability, and resilience.
4. Working collaboratively with COP Presidencies and other entities, ensure that the Constituency plays a meaningful role in each COP.
5. Combine coordinated closed-door diplomacy with public legitimacy and momentum, using strategic communications to raise visibility, shape political narratives, build support, and sustain pressure beyond formal policy moments.
6. From the UNFCCC: Participation in a Constituency is the choice of an individual or individual organization and is neither official nor binding. It does not preclude direct communication with the secretariat by any individual observer organization, nor does it imply any sovereignty over the Constituency on the part of the focal point organization.

## II. PURPOSE OF THE LGMA CONSTITUENCY STEERING COMMITTEE

1. Serve as the core governance body guiding LGMA Constituency strategy year-round.
2. Develop and implement the LGMA Constituency's shared multi-year advocacy strategy, including priorities, tactics and individual responsibilities.
3. Empower local and other subnational government leaders to be spokespeople for the LGMA Constituency's goals.
4. Serve as the "face" of the LGMA Constituency, using the title of LGMA Steering Committee Member in public settings to indicate the affiliation.



5. Contribute to LGMA Constituency's global positioning.
6. Work with the Global Taskforce of Local and Regional Governments to align advocacy positions and priorities, when relevant.

### **III. COMPOSITION OF THE LGMA STEERING COMMITTEE**

1. Open to representatives from organizations that have taken an active role in the development of the LGMA COP Position in the last three years.
2. Each organization will have 1 Primary Member of the Steering Committee, plus up to 2 Alternate Members, respecting gender and regional balance where possible.
3. Members of the Steering Committee must be a current representative of a global network of local or other subnational governments, accredited to the UNFCCC, or a non-UNFCCC accredited alliance or organization, in exceptional cases, as determined by the Steering Committee. Organizations with chapters or regional offices are counted as "one" organization for the purposes of the Steering Committee.
4. The term length is unlimited, until a representative or organization chooses to terminate their place on the Steering Committee.

### **IV. REQUIREMENTS FOR PARTICIPATION**

1. Primary Members must make a good faith effort to attend all regularly scheduled meetings of the Steering Committee; Alternate Members will be asked to represent their organization if the Primary Member cannot attend.
  - a. Primary and Alternate Members can both attend all relevant meetings.
  - b. Primary and Alternate Members will receive all Steering Committee materials, meeting invitations and will be involved in all relevant communications channels.
2. If an individual leaves an organization, the organization should nominate a new representative to the Steering Committee as expediently as possible.
3. In addition, Primary and Alternate Members must be able to:
  - a. Participate in and/or contribute to the overall LGMA advocacy strategy
  - b. Develop and/or review key documents
  - c. Represent the LGMA in-person at events

### **V. ROLE AND RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS**

1. Guide the direction of the LGMA Constituency, especially when it comes to decisions around advocacy relating to the proceedings of the UNFCCC.





2. Take decisions on behalf of the LGMA Constituency based on consensus, or when needed, two-thirds majority vote (with each organization having one vote). Matters that could be taken up through this procedure include but are not limited to all items in Section V, as well as:
  - a. Advocacy position(s) and text inclusions, and other LGMA publications
  - b. Nominations for representatives of LGMA Constituency in UNFCCC events
  - c. Content of interventions during UNFCCC events
  - d. Negotiations access during UNFCCC events
3. Develop and participate in coordinated advocacy actions, including:
  - a. Utilize streamlined shared systems to advance this work, such as negotiations contact tracking
4. Mobilize human, financial and political resources to support the work of the LGMA, such as:
  - a. Mobilizing political leaders to engage with the LGMA.
  - b. Mobilizing political contacts, including within Parties or the UNFCCC, to engage with the LMGA.
  - c. Mobilizing appropriate experts within their organization to support the work of the LGMA.
  - d. Engaging in co-fundraising efforts for collaborative efforts, such as co-developed initiatives.
5. Advance favorable relationships between the LGMA and the UNFCCC Secretariat, COP Presidency and UNFCCC Parties.
6. Create additional term-limited seats on the Steering Committee for national or regional organizations related to strategic goals of the LGMA, such as COP host country or regions, as needed.
7. Provide oversight of the thematic Working Groups, including:
  - a. Establishing, at the start of each year or as needed, thematic Working Groups to inform the collective work of the LGMA
  - b. Approving the advocacy positions developed by the thematic Working Groups, and synthesizing them into the overall LGMA Advocacy Position.
  - c. Work with the Working Group leads to ensure timely delivery of Working Group positions.
  - d. Participating in and supporting LGMA Working Groups, as appropriate, or designating appropriate participants from their organization.
  - e. Every two years, evaluating the need for existing Working Groups.
8. Develop and support an approach to engage and mobilize political and executive leaders to advocate on behalf of the LGMA, in the form of a Spokesperson Group or



related group, including through the development and implementation of a Terms of Reference, if appropriate.

9. Develop and support additional LGMA organizational groups, such as National or Regional Working Groups related to the hosting / involved Parties of the COP, including through the development and implementation of Terms of Reference, if appropriate.
10. Where a collective position would be needed or strategic, create a shared approach for the Constituency on extraordinary agendas (such as the Action Agenda, UN Secretary General initiatives, the Coalition for High Ambition Multilevel Partnership for Climate Action (CHAMP), special summits or extraordinary events (such as First International Conference on the Just Transition Away from Fossil Fuels) and, and other unique opportunities, such as the IPCC Special Report on Cities & Climate Change).
11. Represent the LGMA in public settings.
12. Participate in the development and implementation of strategic LGMA communications materials, such as public briefings, LGMA website, LGMA community bulletin, LGMA email lists, LGMA Whatsapp groups and LGMA co-convened COP Pavilions, as appropriate, or designate appropriate participants from their organization.
13. Participate as co-Chair of the Steering Committee on a rotating basis every six months. Co-chairs will be responsible for working closely with the LGMA Focal Point to:
  - a. Set Steering Committee meeting agendas
  - b. Facilitate Steering Committee meetings
  - c. Share meeting outcomes
  - d. Represent the LGMA at the UNFCCC/Presidency meetings with Constituency Focal Points
  - e. Represent the Steering Committee at the LGMA Constituency public briefings and Spokesperson trainings
  - f. Co-write/co-sign the monthly LGMA Bulletin editorial

## **VI. ROLE AND RESPONSIBILITIES OF THE LGMA FOCAL POINT**

### **1. General responsibilities**

- a. Convene the LGMA Steering Committee and other LGMA supporting groups designated by the Steering Committee (e.g. Working Groups).
- b. Work alongside the LGMA Steering Committee Members to professionally represent the LGMA.



- c. Propose and develop streamlined systems to allow for coordinated advocacy actions (such as negotiations contact tracking).
- d. Represent the LGMA in public settings.
- e. Take decisions on behalf of the LGMA when consensus cannot be reached or a Steering Committee vote is not possible (e.g. in a time-sensitive matter).
- f. Inform about, consult with and report back to the Steering Committee on Focal Point meetings with the UNFCCC Secretariat and/or COP Presidency.
- g. Coordinate with the Steering Committee rotating co-chair in relation to the activities set out under V.13.
- h. Mobilize human, financial and political resources to support the work of the LGMA, such as:
  - Mobilizing political leaders to engage with the LGMA.
  - Mobilizing political contacts, including within Parties or the UNFCCC, to engage with the LMGA.
  - Mobilizing appropriate experts within their organization to support the work of the LGMA.
  - Engaging in co-fundraising efforts for collaborative efforts, such as co-developed initiatives.

**2. UNFCCC-designated responsibilities ([source](#)):**

- a. Serve as the official liaison to the UNFCCC for all official Constituency responsibilities.
- b. Assist the UNFCCC Secretariat to maintain effective interaction with interested stakeholders who are a part of the Constituency, including the exchange of information.
- c. Assist the Secretariat in ensuring an effective participation appropriate to intergovernmental meetings.
- d. Coordinate observer interaction at sessions including convening Constituency meetings, organizing meetings with officials, providing names for the speakers list and representation at official functions.
- e. Providing logistical support to constituents during sessions when possible
- f. Assist the Secretariat in realizing representative observer participation at workshops and other limited-access meetings.
- g. Facilitation of Constituency access to the Plenary floor through interventions
- h. Allocation of secondary badges when site access is limited.
- i. Communications of informal advance information on up-coming sessions from the Secretariat.
- j. Facilitation of occasional and limited invitations, such as Ministerial reception by host Governments, bilateral meetings with officials of the Convention bodies, limited-access intersessional meetings, etc.



## **VII. SCHEDULE OF MEETINGS**

### **1. Closed LGMA Steering Committee coordination meetings**

- a. Role: Active participation; rotating moderators
- b. Frequency: Monthly
- c. Format: Online and in-person/hybrid
  - i. In-person meetings always take place at the Bonn Climate Talks and COP; other in-person meetings are set year-to-year based on LGMA Steering Committee Member attendance
- d. Note: At least twice a year, Principals of Steering Committee organizations will be invited to attend a Steering Committee meeting to set the political and activity priorities of the LGMA.
- e. Proposed 2026 schedule
  - i. February:
    1. Special meeting: Online
    2. (TBC) GTF - In-person / hybrid
  - ii. March: Online
  - iii. April: Online
  - iv. May: WUF In-person/Hybrid (TBC) (Bonn Talks prep)
  - v. June: Bonn Climate Talks in person
  - vi. July: Online (Bonn Talks debrief)
  - vii. August: No meeting
  - viii. September: Online
  - ix. October: Online (COP31 Prep)
  - x. November: COP31 in-person
  - xi. December: Online (COP31 debrief)

### **2. LGMA Constituency public briefings**

- a. Role: Attend, as needed, as speakers
- b. Frequency: Four times per year (approximate timing: March, May, October, December)
- c. Format: Webinar, online, offered twice to cover all time zones
- d. Purpose: Inform the full LGMA Constituency on LGMA positions, Working Group updates, UNFCCC and COP insights or news, and other relevant topics for the full Constituency.

### **3. LGMA Spokesperson training**

- a. Role: Attend, as needed, as trainers
- b. Proposed Frequency: Two times per year (May, October), or as otherwise determined by the Steering Committee



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- c. Format: Online, offered twice to cover all time zones
- d. Purpose: For political leaders and their staff, for briefing ahead of key moments so that they can serve as effective spokespeople for the LGMA