

# LOCAL GOVERNMENTS AND MUNICIPAL AUTHORITIES CONSTITUENCY (LGMA) WORKING GROUPS 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 momentum 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 WORKING GROUPS

1. Support the delivery of the LGMA Constituency's advocacy strategy and position by providing thematic and functional expertise, identifying urban and territorial systemic gaps and priorities relevant to the UNFCCC negotiations and related global climate processes.



2. Contribute to the development of coordinated advocacy positions and technical inputs on their thematic topic that inform the LGMA Advocacy Position and related LGMA publications.
3. Support the LGMA Constituency's year-round engagement in UNFCCC processes and related international climate policy discussions on their thematic topic by following the relevant negotiated and mandated tracks.
4. Strengthen advocacy knowledge-sharing and intelligence from UNFCCC process or other fora among organizations and experts within the LGMA Constituency working on similar thematic areas, such as identifying relevant experts or negotiator contacts.
5. Ensure that the LGMA Constituency provides informed, timely, credible, and coordinated inputs into international climate negotiations and related processes.
6. Operate under the strategic guidance and oversight of the LGMA Steering Committee, which operates under the LGMA Steering Committee Terms of Reference.

### **III. ESTABLISHMENT AND DURATION OF WORKING GROUPS**

1. The LGMA Steering Committee establishes thematic ad hoc Working Groups in consultation with the LGMA Constituency to inform and support the collective work of the LGMA.
2. The Steering Committee will determine the thematic focus and number of Working Groups annually, typically by February each year, taking into account:
  - a. Priority negotiation themes and advocacy goals within the UNFCCC process
  - b. Emerging political opportunities
  - c. Capacity and interest within the LGMA community
  - d. Consultations with existing Working Groups and the broader LGMA Constituency, including on the necessity for new Working Group topics
3. Working Groups will generally operate on a two-year cycle, after which the Steering Committee will review their relevance, mandate, and effectiveness, taking into account the considerations in II.2.
4. Additional Working Groups may be established by the Steering Committee as needed to respond to emerging priorities or extraordinary agendas, taking into account the considerations in II.2.





## **IV. COMPOSITION OF WORKING GROUPS**

1. Leadership of Working Groups is prioritized for representatives of UNFCCC-accredited observer organizations or networks affiliated with the LGMA Constituency, and representatives of subnational governments accredited by their Party to the UNFCCC.
2. Participation may also include experts from non-accredited organizations and on ad hoc basis, where their technical and territorial expertise can support the work of the Working Groups on concrete actions.
3. Working Group (co-)leads are responsible for coordinating the group's work and liaising with the LGMA Focal Point and Steering Committee.
  - a. Working Group leads are expected to demonstrate past experience and capacity to sustain engagement in the thematic area and the ability to support coordination of the group's work.
  - b. Working Group leads are encouraged to contribute to LGMA Constituency communications regarding their thematic work, such as the LGMA public briefings, website, community bulletin, email lists, Whatsapp groups and co-convened COP Pavilions, as appropriate.
  - c. Working Group co-leads are selected through an open expression of interest process within the LGMA Constituency.
  - d. Working Groups may have one or two leads.
  - e. Where more than two expressions of interest for leads are received, candidates are encouraged to agree among themselves on proposed co-leads.
  - f. Where no expressions of interest for leads are received, the Steering Committee may seek a lead from the Members, appoint a lead or dissolve the Working Group.
  - g. Working Group leads are confirmed by the Steering Committee.
  - h. If a co-lead steps down or becomes inactive, the Working Group may propose a replacement for confirmation by the Steering Committee.
4. LGMA advocacy should be informed by the perspectives of those most affected by climate change, while also addressing existing participation imbalances and strengthening the legitimacy, inclusivity, and practical relevance of Working Group outputs. Therefore, Working Groups should strive to have diverse and balanced participation, taking into account diverse representation of:





- a. Networks of local and other subnational governments and other organizations represented within the LGMA. Organizations are encouraged to have no more than 2 representatives per Working Group.
- b. Geographic regions, especially from the Global South
- c. Gender
- d. Types of subnational government(s) (networks) represented (e.g. local governments, state or regional governments, devolved administrations)

## **V. ROLE AND RESPONSIBILITIES OF WORKING GROUPS**

1. Draft thematic sections of the LGMA Position at least twice a year (where appropriate):
  - a. 1 June each year or earlier: Circulation of a zero draft thematic position to inform LGMA engagement at the Bonn Climate Talks.
  - b. 1 August each year or earlier: Finalization of Working Group thematic inputs for integration into the LGMA Advocacy Position ahead of the COP.
  - c. These timelines are intended to support effective coordination across the LGMA and may be adjusted by the Steering Committee where necessary.
2. Support year-round engagement in UNFCCC processes, including:
  - a. Preparing written submissions where relevant
  - b. Identifying relevant subnational government representatives that can represent the LGMA within thematic topic areas, striving for balanced participation across criteria list in IV.4., as well considering inclusion of smaller or less represented local or other subnational governments
    - i. Supporting preparation of interventions or negotiation engagement
  - c. Supporting efforts towards communication and endorsement of advocacy positions
  - d. Supporting coordination of LGMA inputs to relevant UNFCCC work programmes or initiatives
  - e. Reporting negotiations outcomes to the LGMA Steering Committee for specific themes of Working Group





3. Represent the LGMA at UNFCCC and other climate events related to the Working Group theme or function.
  - a. When opportunity for representation is limited (for example, when the Constituency can only send a limited number of representatives to an event), the LGMA Focal Point will work with Working Group (co-)Leads and/or the LGMA Steering Committee to identify a fair approach to representation.
4. Inform the LGMA Focal Point of planned submissions or major advocacy initiatives.
5. Respond to requests for brief written updates ahead of LGMA Steering Committee meetings when relevant.
6. Liaise with other UNFCCC constituencies and relevant stakeholder groups, where appropriate, in order to share information, identify opportunities for collaboration, and strengthen alignment of advocacy messages.
7. Establish efficient methods of collaboration
  - a. Continuous collaboration mechanisms, such as convening regular meetings to prepare submissions, soliciting initial group input to inform draft development, and setting fixed input windows with realistic review periods, when possible.
  - b. Technical support and ways of working, such as shared document folders, mailing lists or Whatsapp groups, when needed

## **VI. RELATIONSHIP WITH THE STEERING COMMITTEE**

1. The Steering Committee provides strategic oversight of the Working Groups.
2. The Steering Committee is responsible for:
  - a. Establishing Working Groups
  - b. Ensuring inclusive and balanced participation, especially at the Working Group lead level
  - c. Revising the Terms of Reference for Working Groups
  - d. Approving advocacy positions developed by the Working Groups and synthesizing them into the overall LGMA COP Position, ensuring coherence between LGMA positions and submissions.





3. Steering Committee members are encouraged to participate in and support Working Groups, or designate appropriate participants from their organizations.
4. Working Group leads will not participate regularly in Steering Committee meetings but should maintain communication with the Steering Committee and LGMA Focal Point on a regular basis. They may be invited to Steering Committee meetings depending on the agenda and political developments on the relevant topics.

## **VII. ROLE OF THE LGMA FOCAL POINT**

The LGMA Focal Point supports the functioning of the Working Groups by:

1. Convening Working Groups at the start of their cycle.
2. Providing coordination support where appropriate.
3. Supporting onboarding of new leads and participants.
4. Reviewing submissions before they are submitted to the UNFCCC.
5. Informing Working Groups leads of opportunities for interventions and participation in UNFCCC processes.
  - a. Coordinating with Working Group leads to submit representatives' names for these opportunities.
6. Facilitating ongoing communication opportunities between Working Groups and the Steering Committee, such as Working Group lead attendance at selected Steering Committee meetings (see VI.4.) or written updates (see V.5).





# ANNEX 1

## PREVIOUS AREAS OF WORK WITHIN THE LGMA

The LGMA Constituency has developed positions, submissions and collaborative work on the following themes in recent years:

1. Multilevel Action and CHAMP / Multilevel governance and urbanization
2. Climate Finance
3. Adaptation
4. Just Transition
5. Loss and Damage
6. Food systems
7. Action Agenda
8. Integrated outcomes (synergies between climate, biodiversity and pollution agendas)
9. Communications

