

Membership Guidelines

Adopted in October 2023

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INTRODUCTION

The NDC Partnership is a global coalition bringing together countries, developed and developing, and institutions to deliver on ambitious climate action that helps achieve the Paris Agreement and drives sustainable development. Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

The NDC Partnership is open to countries, international institutions, and nonstate actors that are committed to ambitious implementation of Nationally Determined Contributions (NDCs) to help achieve the Paris Agreement and drive sustainable development. Membership is voluntary, and by joining the NDC Partnership members gain access to resources and a global network of knowledge to support their climate action.

CONTACT THE PARTNERSHIP

To submit materials for membership, please contact supportunit@ndcpartnership.org.

For further questions regarding the NDC Partnership or membership, please contact Tori Okner, Deputy Director for Outreach and Governance, at tori.okner@ndcpartnership.org.

COUNTRY MEMBERS

The NDC Partnership welcomes all countries that are committed to ambitious NDC implementation and long-term, climate-resilient, low-emission development to become members. Country members are expected to support the Partnership by engaging senior officials as focal points, sharing information on existing in-country initiatives and coordination efforts, and contributing to the development of aligned and tailored NDC implementation and enhancement processes.

Submit a letter of interest

To become a member, countries must submit a brief letter of interest addressed to the NDC Partnership and its Co-Chairs:

- **The Hon Dr. Jeanne d'Arc Mujawamariya**, Minister of Environment of the Republic of Rwanda
- **The Rt Hon Graham Stuart MP**, Minister of State in the Department of Energy Security and Net Zero of the United Kingdom

The letter should express support for the [Partnership's Guiding Principles¹](#) and a desire to become a member. The letter should be signed by the Ministers of both the Climate or Environment Ministry as well as the Finance or Planning Ministry.

To facilitate communication, the letter should also officially assign two senior officials as focal points to the Partnership, one from the Climate or Environment Ministry and one from the Finance or Planning Ministry, at the Director General or Director level or equivalent and empowered to represent their respective ministry. Focal points serve as the primary points of contact between the government and the NDC Partnership, through its Support Unit. The letter should be sent to supportunit@ndcpartnership.org.

Membership review timeline

Materials are reviewed by the Support Unit and approved by the NDC Partnership's Co-Chairs. The initial process will take two to three weeks to allow the Co-Chairs adequate time for review.

¹ See Annex 1

INSTITUTIONAL MEMBERS

The NDC Partnership welcomes all international institutions, multilateral banks and bilateral development agencies² that are committed to ambitious NDC implementation to become members. Organizations that drive the development and delivery of large-scale global or national initiatives to provide in-country support, and/or provide infrastructure financing are encouraged to submit a letter of interest for institutional membership.

Institutional members are encouraged to contribute expertise, technical assistance, and funding including by:

- Responding to country requests with their own resources via Request for Support Letters, Partnership and investment plans
- Integrating country needs into their program design
- Sharing information about support initiatives
- Demonstrating early engagement in pipeline and project development
- Contributing to knowledge exchange

Institutional members may benefit from access to:

- Requests for support from developing country members, and trends among these requests
- Funding mechanisms designed to complement direct member support (e.g., Partnership Action Fund³)
- All knowledge products and tools shared within the NDC Partnership and opportunities to contribute to their development and review
- Regular updates about NDC Partnership activities and opportunities to engage in global, regional, and country level activities

The Partnership welcomes multilateral banks and institutions and bilateral development agencies that:^{4, 5, 6}

- Exist as an independent entity or are managed as an independent financing facility
- Have a board or governing body that is comprised solely of governments
- Governments hold ongoing responsibility for its funding and/or capitalization
- Are chartered or mandated to deliver services to governments in the areas of development or climate and seeks to advance a program of work in alignment with the NDC Partnership

² To establish a shared understanding of a “bilateral development agency” and propose a framework for membership eligibility, using widely accepted OECD terminology, the Partnership will use the following definition: “A bilateral development agency is one which provides Official Development Assistance (ODA) flows directly from a donor country to a recipient country.”

³ Pending approval of institutional capacity assessment

⁴ We request coordinated representation and input from members representing a single government on NDC Partnership governance matters. Bilateral development agencies may not sit on the Steering Committee. This limitation ensures a government and its respective agency may not both hold decision-making power.

⁵ Only bilateral development agencies from member countries are eligible for membership.

⁶ Non-profit seeking enterprises that are recognized as an [Intergovernmental Organization by the UNFCCC](#), that approach the Partnership to inquire about membership, will be considered for Institutional Membership.

Submit a letter of interest

To become a member, institutions must submit a brief letter of interest to the NDC Partnership and its Co- Chairs:

- **The Hon Dr. Jeanne d'Arc Mujawamariya**, Minister of Environment of the Republic of Rwanda
- **The Rt Hon Graham Stuart MP**, Minister of State in the Department of Energy Security and Net Zero of the United Kingdom

The letter should express support for the [Partnership's Guiding Principles⁷](#) and a desire to become a member. The letter should be signed by a senior representative who is empowered to commit the institution to membership.

To facilitate communication, the letter should officially assign one focal point to the Partnership, a senior official, at the Director General or Director level or equivalent, empowered to represent the institution, and may also indicate an additional working level point of contact if needed. The letter should be sent to supportunit@ndcpartnership.org.

For bilateral development agencies, the letter must be accompanied by an expression of consent from the supporting government focal points which recognizes the applicant serves as a bilateral development agency on its behalf.

Membership review timeline

Materials are reviewed by the Support Unit and approved by the NDC Partnership's Co-Chairs. The initial process will take two to three weeks to allow the Co-Chairs adequate time for review.

⁷ See Annex 1

ASSOCIATE MEMBERS

The Partnership welcomes membership for all non-state actors that:

- Have a mission to pursue climate action and support a broader transition towards sustainable development as defined by either an explicit mission statement or with active climate and sustainable development programming
- Do not engage in profit-seeking enterprise
- Exist as independently registered legal entities⁸
- Have a minimum of 10 permanent staff⁹
- Currently support at least three NDC Partnership country members in climate action and development activities, demonstrating the capacity to support the membership regionally and globally

Associate members are encouraged to contribute expertise, technical assistance, and funding including by:

- Responding to country requests with their own resources via Request for Support Letters, Partnership and investment plans.
- Integrating country needs into their program design.
- Sharing information about support initiatives.
- Demonstrating early engagement in pipeline and project development.
- Contributing to knowledge exchange.

Associate members may benefit from access to:

- Requests for support from developing country members, and trends among these requests.
- Funding mechanisms designed to complement direct member support (e.g., Partnership Action Fund).
- All knowledge products and tools shared within the NDC Partnership and opportunities to contribute to their development and review.
- Regular updates about NDC Partnership activities and opportunities to engage in global, regional, and country level activities.

Submit a letter of interest

To become a member, non-state actors must submit a brief letter of interest to the NDC Partnership Co-Chairs:

- **The Hon Dr. Jeanne d'Arc Mujawamariya**, Minister of Environment of the Republic of Rwanda
- **The Rt Hon Graham Stuart MP**, Minister of State in the Department of Energy Security and Net Zero of the United Kingdom

The letter should:

⁸ Exceptions may be made for coalitions without independent legal status, hosted by legal entities. For the purposes of these guidelines, coalitions are defined as alliances of stakeholders for joint action; coalitions may be recognized by other labels, including multistakeholder initiatives.

⁹ Exceptions can be made for network organizations, recognizing that the size of their secretariat may not reflect their scope of impact.

- Confirm the organization does not engage in profit-seeking enterprise
- Confirm the organization’s legal status and number of permanent staff meet the stated criteria
 - For coalitions without independent legal status, the letter must identify the hosting legal entities and confirm the coalition has taken the necessary steps to ensure coordination with their host institution’s delegation to the Partnership, when applicable.¹⁰
- Share the organization’s mission or relevant programming
- Reference the country members of the NDC Partnership in which the organization is currently active; including a brief description of country programming
- Name of the country members that support the application
- Express support for the [Partnership’s Guiding Principles¹¹](#) and
- Express how the organization hopes to contribute to the work of the Partnership

Potential associate members are also requested to forward a statement of support for their membership from two current NDC Partnership country members.

To facilitate communication, associate members are requested to assign a focal point to the Partnership, at the Director General or Director level or equivalent, empowered to represent their organization. The letters should be sent to supportunit@ndcpartnership.org.

Membership review timeline

The initial process will take two to three weeks to allow the Steering Committee adequate time for review. Materials are reviewed by the NDC Partnership’s Steering Committee for annual terms that are renewed each calendar year. The annual review process will take place during the month of January each year, regardless of the original membership date.

If an associate member did not engage¹² in the Partnership during the preceding year, the Support Unit will reach out to discuss opportunities for future engagement. Members which supported the associate member’s application may also be called on to facilitate their active participation. If a member remains nonengaged for three years, their membership will be discontinued, and the Support Unit will inform focal points in writing.

¹⁰ This confirmation ensures coalitions and their host institution(s) recognize their respective delegations and engagement in the NDC Partnership.

¹¹ See Annex 1

¹² Member engagement is determined by the provision of financial or technical assistance to another member and/or active contribution to the Partnership’s Knowledge and Learning and Outreach efforts. The Support Unit can provide additional details on the definition and monitoring of engagement on request.

ANNEX 1: GUIDING PRINCIPLES

1. SUPPORT COUNTRY-DRIVEN PROCESSES

Ensure that support provided at global and national levels aligns with and responds to developing countries' priorities and requirements.

2. PROMOTE LONG-TERM CLIMATE ACTION

Encourage national actions that align with the goals of the Paris Agreement and assist in developing mid-century long-term strategies.

3. ENHANCE EFFICIENCY AND RESPONSIVENESS

Improve the efficiency of new and existing initiatives, minimizing duplication and maximizing synergies with other partnerships and networks.

4. BUILD IN-COUNTRY CAPACITY

Provide opportunities for enhancing and strengthening institutional and endogenous capacity in developing countries.

5. IMPROVE COORDINATION

Enhance coordination of NDC-related activities at global and country level, including in collaboration with existing coordination mechanisms.

6. ENHANCE INTEGRATION INTO NATIONAL PLANNING

Support the integration of NDC implementation into national planning and decision-making processes.

7. ADVANCE ADAPTATION AND MITIGATION

Advance the adaptation and mitigation objectives of developing countries and the synergies between these objectives.

8. ALIGN DEVELOPMENT AND CLIMATE CHANGE

Ensure climate change and sustainable development agendas support each other, including in finance agendas.

9. SUPPORT MULTI-STAKEHOLDER ENGAGEMENT

Promote engagement from multiple stakeholders across ministries, institutions and non-state actors.

10. PROMOTE GENDER EQUALITY

Promote gender equality and considerations in all aspects of the Partnership's work and activities.