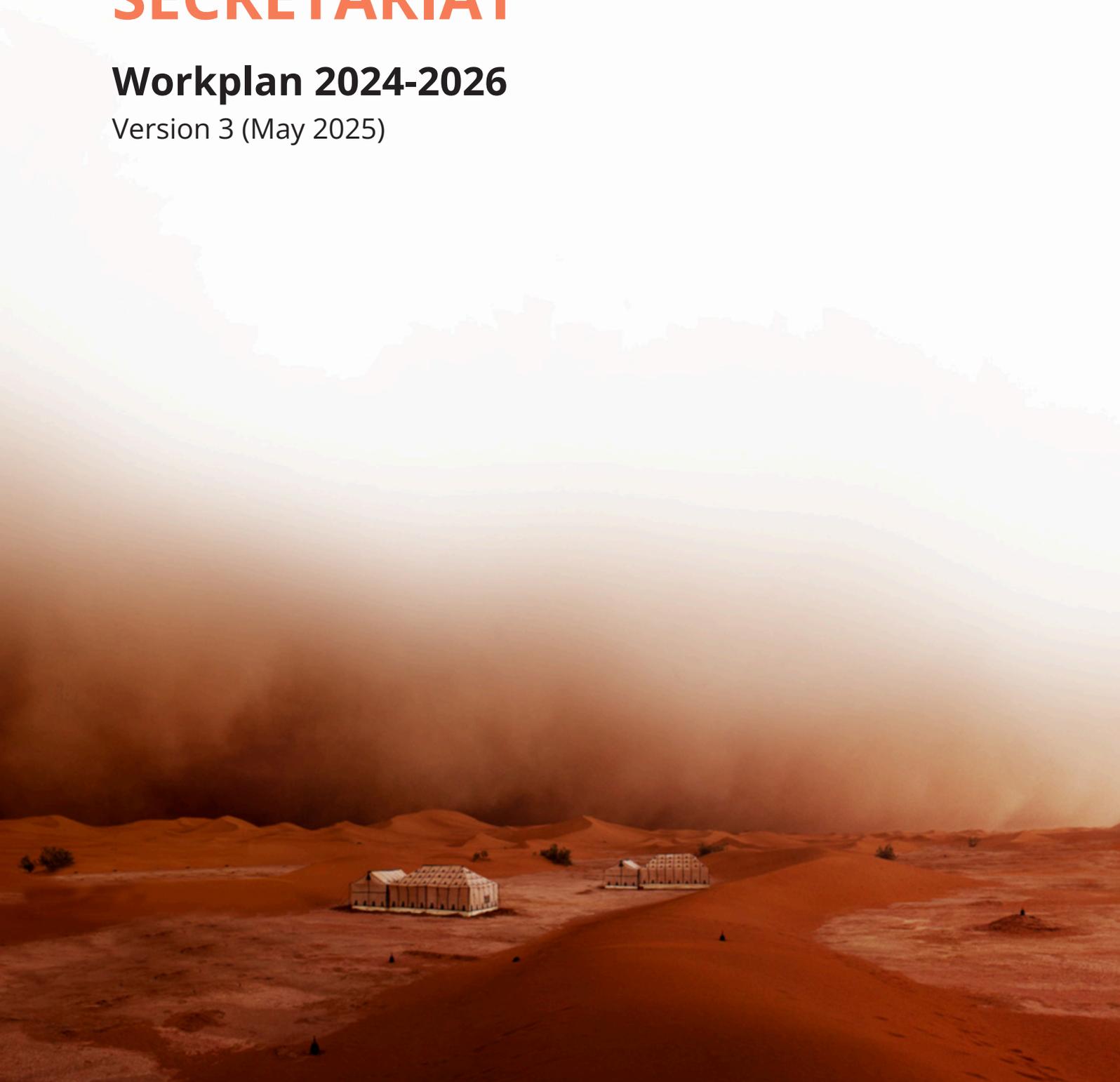


CLIMATE AND ENVIRONMENT CHARTER SECRETARIAT

Workplan 2024-2026

Version 3 (May 2025)



The Secretariat of the Climate and Environment Charter for Humanitarian Organizations serves as a referral hub to support and connect organisations to implement the Charter commitments through its four core areas:

1. Connect signatories to experts and resources within and beyond the Charter network to access **technical guidance** in implementing Charter commitments.
2. Serve as a **knowledge-sharing platform** to share Charter-related resources, collaborate in developing knowledge products, and exchange lessons learned and best practices from the Charter community.
3. Strengthen communications and engagement with Charter signatories through developing and enhancing platforms for **partnership, learning, and coordination**.
4. **Promote, disseminate, and advocate** for the Charter, and the implementation of its commitments, within the humanitarian community.

With the establishment of the Charter Board, the three-year workplan (2024-2026) was approved in September 2024. The workplan was informed through consultations held before the Secretariat was formed, as well as through the June 2024 signatory survey.

The Secretariat will undertake a bi-annual review of the workplan, incorporating feedback from signatories and lessons learned by the Secretariat.

OVERARCHING OBJECTIVES

Climate Charter Signatories strengthen their programs and actions to reduce the impact of climate and environmental crises, enabled by the following functions of the Secretariat:

CHARTER AND SECRETARIAT GOVERNANCE

COMMUNICATION
AND ENGAGEMENT

TECHNICAL
GUIDANCE

KNOWLEDGE
SHARING

PROMOTION, DISSEMINATION AND ADVOCACY

ANTICIPATED OUTCOMES

1 | CHARTER AND SECRETARIAT GOVERNANCE

- Establishment and management of governance structures, mechanisms, and processes for the Charter Secretariat
- Workplan designed, approved, and implemented
- Fundraising for the Charter Secretariat

2 | COMMUNICATION AND ENGAGEMENT

- Establishment and maintenance of systems for signatory management
- Management of new signatures and targets; charter website, LinkedIn
- Communication with signatories about relevant developments related to climate, environment and humanitarian action
- Building, strengthening, and maintaining signatory and partner relations

3 | TECHNICAL GUIDANCE

Advance implementation of Charter commitments and targets by strengthening Signatories to access technical guidance and support

4 | KNOWLEDGE SHARING

Produce, share and promote knowledge on climate and environmental action among Charter Signatories

5 | PROMOTION, DISSEMINATION, AND ADVOCACY

Communicate, promote, and disseminate the Climate and Environment Charter for Humanitarian Organizations

2024 PRIORITIES

GOVERNANCE

- Board is operationalized
- Workplan is approved and operationalized, public version developed/published
- Fundraising Options are defined
- Annual and Donor Reporting

COMMUNICATIONS AND ENGAGEMENT

- Launch the Secretariat through webinars, meetings, events, and comms
- Secretariat support hub fully functioning
- Website is updated, LinkedIn developed
- Signatory management systems are fully operational
- Increased language accessibility of Charter resources
- Targets are submitted for 36 organizations

TECHNICAL GUIDANCE

- Survey on signatory needs and priorities is conducted
- Secretariat is fully operating as a referral hub, with 1:1 support to signatories, sharing tools/guidance, and connecting to expertise
- Mapping of expertise is finalized and integrated into Secretariat referral system
- Partnerships with experts are established and strengthened

KNOWLEDGE SHARING

- Webinar on Tools/Resources Mapping
- Workshop and Side Event at RHPW (December 2024)
- Partnership events (e.g. Global AA Dialogue Platform, IC34)
- Knowledge Product on Case Studies for Targets
- Knowledge Product on Mapping Outcomes
- Bi-monthly newsletters and updates when required

PROMOTION, DISSEMINATION, AND ADVOCACY

- Ongoing Charter promotion
- Supporter Engagement” first dedicated supporter meeting in Q4 2024
- COP29 Advocacy: Webinar, Key Messages, Statement from Signatories
- Coordination and engagement in various partner initiatives (e.g. UNGA2024, donor greening consultations, IC34)

2025 PRIORITIES

GOVERNANCE

- Workplan is reviewed and updated based on learnings and feedback, public version updated
- Fundraising and pursuit of financing options for Secretariat
- One-year-on Report to Signatories; Donor Reporting
- Long-term and phased vision for Secretariat is conceptualized

COMMUNICATIONS AND ENGAGEMENT

- Secretariat support hub fully operational, with target “office-hours”
- Survey on Signatory advocacy priorities (Jan)
- Survey on technical support priorities (May)
- Maintenance of website and LinkedIn
- Expanded language accessibility of Charter resources and comms
- Targets are submitted for 50 organizations since May 2024

TECHNICAL GUIDANCE

- Secretariat is fully operating as a referral hub, with 1:1 support to signatories, sharing tools/guidance, and connecting to expertise
- Mapping of expertise is integrated into Secretariat referral system
- Partnerships with experts are established and strengthened

KNOWLEDGE SHARING

- Development of thematic guidance pages based on expertise mapping
- Webinars on technical support themes of guidance pages.
- Bi-monthly newsletters and updates to Signatories
- Knowledge Product: Case Studies for Targets
- *Knowledge Product: Training Module for Climate and Environment Mainstreaming + Training of Trainers (TBD*)*
- *Regional Workshop (TBD*)*

PROMOTION, DISSEMINATION, AND ADVOCACY

- Advocacy priorities defined by inputs from Jan 2025 Signatory Survey
- Three convenings of Charter Supporters
- Promotion of Charter and Signatory advocacy priorities at major events (e.g. HNPW, DRR Global Platform, UNGA/Climate Week) (TBD*)
- Support to Signatories on COP30 advocacy and engagement

**Due to USAID funding cuts in January 2025, the Secretariat has made reductions to its workplan to ensure that essential activities can be maintained until additional funding is secured. These essential activities have been identified based on prioritizing the Secretariat's support to signatories, was informed by feedback from Charter signatories on their support needs, and was approved by the Board in February 2025. Funding for the Secretariat staff and maintaining activities in 2025 has been secured through the generous support of DG ECHO and SDC. The Charter Secretariat will evaluate additional programming based on fundraising developments throughout 2025.*

2026 PRIORITIES

2026 Priorities are indicative. The specific outputs and activities will be informed by feedback from Charter signatories in the form of surveys, one-on-one consultations, and inputs from Charter board members. The 2026 work plan will be revisited in Q4 2025 and presented to the board for approval no later than Q1 2026.

GOVERNANCE

- Workplan is reviewed and updated based on learnings and feedback, public version updated
- Annual reporting to Charter Signatories; Donor Reporting
- Long-term vision is finalized and informs fundraising for 2027 onward
- Board elections held for rotating seats (Q2 2026)

COMMUNICATIONS AND ENGAGEMENT

- Secretariat support hub fully operational, with target “office-hours”
- Signatory survey on technical support priorities (May)
- Maintenance of website and LinkedIn
- Targets are submitted for 75 organizations since May 2024

TECHNICAL GUIDANCE

- Secretariat is fully operating as a referral hub, with 1:1 support to signatories, sharing tools/guidance, and connecting to expertise
- Expertise mapping continues to be updated in Secretariat referral system
- Partnerships with experts are established and strengthened, with particular efforts towards regional expertise

KNOWLEDGE SHARING

- Updating of thematic guidance pages based on expertise mapping
- Webinars on technical support themes based on Signatory priorities
- Bi-monthly newsletters and updates to Signatories
- *Two knowledge products informed by May 2025 Survey to Signatories*
- *Regional Workshop (TBD, if sufficient funding is secured)*

PROMOTION, DISSEMINATION, AND ADVOCACY

- Advocacy priorities are revisited based on learnings from 2025
- Three convenings of Charter Supporters
- Support to Signatories on coordinating collective advocacy and engagement, including at COP31, FRLD)
- Promotion of Charter and Signatory advocacy priorities at major events (e.g. HNPW, COP31, EHF, ECHOSOC, UNGA/Climate Week) *(TBD, funding)*