

# CLIMATE AND ENVIRONMENT CHARTER SECRETARIAT

**Workplan 2024-2026**

Version 1 (October 2024)



# SUMMARY

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

# OUTCOMES AND 2024 PRIORITIES

## 1 | CHARTER AND SECRETARIAT GOVERNANCE

### OUTCOMES

- Governance structures are put in place for the Charter Secretariat
- Workplan designed, approved, and implemented
- Fundraising for the Charter Secretariat

### 2024 PRIORITIES

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

## 2 | COMMUNICATION AND ENGAGEMENT

### OUTCOMES

- Introduce the Secretariat and its support functions
- Managing signatures and targets;
- Informing and communicating with signatories about relevant developments related to climate, the environment and humanitarian action;
- Updating, maintaining and managing the Charter website.
- Systems are established for signatory management

### 2024 PRIORITIES

- Launch the Secretariat through a series of webinars, meetings, events, and communications
- 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

## 3 | TECHNICAL GUIDANCE

**OUTCOME:** Advance implementation of Charter commitments and targets through supporting Signatories to access technical guidance and support

### 2024 PRIORITIES

- 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

## 4 | KNOWLEDGE SHARING

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

### 2024 PRIORITIES

- 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

## 5 | PROMOTION, DISSEMINATION, AND ADVOCACY

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

### 2024 PRIORITIES

- 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)