



# GOVERNANCE FRAMEWORK DOCUMENT

FINAL – NOVEMBER 16, 2018

The Governments of the countries of Argentina, Brazil, Canada, China, Denmark, Egypt, Finland, France, India, Indonesia, Italy, Morocco, Mozambique, the Netherlands, Paraguay, Philippines, Sweden, United Kingdom, United States of America and Uruguay,

Reaffirming the overarching objective behind the formation of the Biofuture Platform, launched by our countries two years ago, in Marrakesh, is to increase the use of low carbon sources (i.e. sustainable biomass) as the feedstock for the production of energy, chemicals and materials,

Acknowledging that the Biofuture Platform is a voluntary, collaborative, government-led, multistakeholder forum, created with the understanding that the sustainable low carbon bioeconomy can progress further and faster if countries, private sector, academia and international organizations work together rather than alone;

Understanding the value that a lean group of impactful, forward-leaning countries comprising most of the world's global market and technology providers for the bioeconomy can bring to the advancement of the sector,

Building on two years of successful collaboration through the Biofuture Platform to date, including Ministerial-level encounters in November 2016 and November 2017; the holding of the "Biofuture Summit" in October 2017, the launch of the "Scaling-up the low carbon bioeconomy: an urgent and vital challenge" Vision Declaration in November 2017; and the launch of the "Creating the Biofuture" Report, in November 2018, among other collaboration initiatives;

Recognizing the Government of Brazil for its service as the interim Facilitator of the Biofuture Platform since the initiative's launch, and endeavoring to reinforce those functions in a multilateralized, longer-term basis,

Responding to the need to capture the dynamic, lean, action-oriented collaborative procedures of the Biofuture Platform in a flexible written framework,

Acknowledging the important contribution made by international partners such as the IEA, IRENA, FAO, GBEP and others to the goals of the Biofuture Platform,

Appreciating the willingness and disposition of the IEA to step up its engagement in the initiative, including by acting as the Facilitator of the Biofuture Platform,

Set forth the following Governance Framework for the Biofuture Platform:

## **I. MISSION STATEMENT**

a. Under clear national ownership by the governments of participating countries, the Biofuture Platform aims to facilitate a consistent international collaboration and dialogue to help fulfill the social and economic potential of sustainable low carbon fuels and the advanced bioeconomy, facilitating the upscaling of markets and promoting the recognition of their unique climate and environmental benefits.

## **II. OBJECTIVES**

a. The Biofuture Platform shall leverage the work of existing international institutions and initiatives (including CEM, FAO, GBEP, IEA, IEA Bioenergy TCP, IRENA, Mission Innovation, SE4ALL, among others) and collaborate towards the following general goals:

b. Promoting international collaboration and dialogue between policy makers, industry, academia, and other stakeholders

c. Facilitating an enabling environment for sustainable low-carbon fuel, bio-based products and bioeconomy-related investments

d. Raising awareness and share analysis about the current status, potential, and advantages of sustainable low-carbon fuels, bio-based products, and other advanced bioeconomy developments

e. Promoting research and development and share analysis, policy practices and information on R&D activities and needs

f. Discussing how to effectively evaluate, share and promote sustainable practices for the production of biomass and the entire value chain life cycles.

## **III. MEMBERSHIP**

a. The Biofuture Platform members are composed of:

1. The 20 founding government members,

2. Any government which, invited to participate by consensus of all current member governments, chooses to endorse the Biofuture Launch Statement, the Biofuture Vision Declaration; and the present Governance Framework.

b. Biofuture Platform member countries are expected to participate and engage in its activities, in line with their possibilities, and make their best efforts towards both a constructive engagement at the multilateral level and an active development of domestic activities and programmes related to the Biofuture Platform's goals.

c. Members can withdraw from the Biofuture Platform via a written notification to the Chair and Facilitator at least 60 days prior to the withdrawal.

#### **IV. PARTNER ORGANIZATIONS**

a. Biofuture Platform member governments appreciate that efforts to scale up sustainable low carbon fuels and the advanced bioeconomy will only be fully successful with the leadership and participation of a variety of private-sector, international, and non-governmental Partners.

b. Partner organizations and initiatives have included, among others, FAO, IRENA, UNIDO, IEA, IEA Bioenergy TCP; SE4ALL, GBEP; WBCSD, REN21, below50; ART Fuels Forum, ABBI,

c. Partners are encouraged to participate in Biofuture Platform events, initiatives, and actions, under informal and non-legally binding conditions and relationships established by the Core Group or the Facilitator, by any means or instruments deemed necessary;

#### **V. DECISION MAKING AND PARTICIPATION PRINCIPLES**

a. The Biofuture Platform is governed under the spirit of an opt-in, flexible, voluntary collaboration;

b. All substantive decisions, including country-endorsed policy statements, targets, or action plans, are taken by consensus of members, with a right to abstain from endorsement.

#### **VI. NATIONAL FOCAL POINTS**

a. The National Focal Point is a government officer – optionally more than one –, which centralizes responsibility for the Biofuture Platform file in each member government.

b. The National Focal Point is responsible for attending All-Member Group meetings and conference calls on behalf of their government; helping disseminate Biofuture Platform information and communication within relevant ministries and agencies within their respective government; providing input and other information for Biofuture Platform reports when requested; helping mobilize high-level and/or Ministerial attendance in appropriate high-level Biofuture Platform events; attending directly or otherwise seeking to mobilize appropriate speakers and delegates to Biofuture-led or related policy conferences, workshops, and webinars; and otherwise engaging in Biofuture Platform activities.

c. National Focal Points names and contacts are informed by each member country to the Facilitator and can be freely appointed or replaced. National Focal Points should be preferably named at Assistant Director, Director, or higher level; and have responsibility for sustainable low carbon fuels and/or advanced bioeconomy policies in their country.

d. National Focal Points can be freely represented by designated government officials under their direction.

## **VII. GOVERNANCE – ALL-MEMBER GROUP**

a. The All-Member Group of the Biofuture Platform is composed of the National Focal Points of all the Biofuture Platform countries. The All-Member group is responsible for annually approving the Biofuture Platform plan of work, providing ultimate direction and guidance to the Core Group and the Facilitator; reviewing and approving proposals from the Core Group and/or Facilitator; formulating drafts and coordinating negotiation of political/policy documents and high-level statements.

b. The All-Member Group will generally deliberate via email, electronic communications, and teleconference calls. Face-to-face meetings should be held seldomly, and preferably alongside major Biofuture conferences or events, or appropriate international meetings attended by several of its members.

c. Representatives from Partners can be invited to the All-Member meetings, calls, and deliberations by request of Members, Core Group, and/or the Facilitator. In that case, segments attended only by Members may be optionally held.

## VIII. CORE GROUP

- a. The Core Group provides ongoing operational, logistical and communications guidance and direction towards the implementation of the Biofuture Platform plan of work and the furthering of its mission. In undertaking these functions, the Core Group is assisted by and provides close strategic direction to the Facilitator.
- b. The Core Group will consist of the Chairperson and a minimum of one and a maximum of three additional country members, seeking both to be efficient and to represent a diversity of perspectives. The maximum number can be reviewed in case the need is verified.
- c. The Core Group is to be formed by willing National Focal Points of member countries. Members of the Core Group shall also be part of the All-Member Group.
- d. Host countries for Biofuture Summits or other major Biofuture events can be included in the Core Group during the year of the event and the preceding year, in addition to the regular group members.
- e. Core Group member governments serve for two-year, renewable terms. The group should strive to avoid complete or near-complete substitution of Members after any single two-year period, aiming for staggered replacements. Terms can be renounced early in favor of new entrants if both parties are willing.
- f. The Core Group can take decisions of an operational/implementation/process nature. Substantive decisions, including on new actions, language, and others are to be taken to the All-Member Group.
- g. The Core Group shall take decisions by consensus and in a transparent manner; a summary of Core Group calls and/or decisions will be shared with the All-Member Group in a timely manner. If consensus cannot be reached, the item should be taken to the All-Member Group for further deliberation.
- h. Core Group members are encouraged to attend and speak at key events and conferences on behalf of Biofuture Platform.
- i. Core Group meetings are expected to be conducted by teleconference every two-to-three months, or based on need as requested by the Chair or Facilitator. Deliberations can also be held via email or other electronic means. Representatives from engaged Partners can be invited to Core Group calls, meetings or deliberations as appropriate

## **IX. CHAIR COUNTRY AND CHAIRPERSON**

- a. A Chair Country and Chairperson of the Biofuture Platform will be chosen by consensus among its members for a term of two years, renewable only once. The Chairperson or, in her/his absence, a suitable government representative from the same country, will preside over meetings of the Core Group and All-Member Group. High level or Ministerial meetings of the Biofuture Platform can be chaired by a Minister or high-level official of the Chair country.
- b. The Chairperson is assisted by and provides ongoing guidance to the Facilitator in the implementation of the Biofuture Platform plan of work and the furthering of its mission, subject to the guidance and decisions of the Core Group and the All-Member Group.
- c. The Chairperson shall convene and conduct Core Group and All-Member Group meetings; work with the Facilitator in preparing meeting agendas, proposals, draft documents, and work plans to be submitted to the Core Group and All-Member Group, as well as press releases and communications about Biofuture Platform activities, under supervision of the Core Group.
- d. The Chairperson is encouraged to attend and speak at key events and conferences on behalf of the Biofuture Platform.

## **X. FACILITATOR**

- a. The governments of the participating countries in the Biofuture Platform will designate a Facilitator to help carry out and implement the Biofuture Platform plan of work, and to facilitate the engagement of Members and Partners in Biofuture Platform initiatives. The Facilitator's tasks may include analysis and formulation of substantive drafts of political/policy documents, statements and proposals; communications support; liaison and outreach; and conference and webinar organization.
- b. The Facilitator will provide support and recommendations to, and get guidance from, the All-Member Group and Core Group.
- c. The Facilitator may be, on an interim or on a long-term basis, a willing Member country or Partner organization, with the consensus of Members.
- d. The Facilitator's Focal Point will lead the Facilitator's tasks and be the key point of contact with the Biofuture Platform Members.
- e. The Facilitator, in coordination with the Chair and Core Group, is encouraged to attend and speak at key events and conferences on behalf of the Biofuture Platform.

## **XI. FINANCING AND CONTRIBUTIONS**

- a. Member countries and Partner organizations can, and are encouraged to, provide contributions to the Facilitator to enable it to carry out its role, including via direct voluntary contributions and in-kind contributions; by hosting conferences and events; and via secondments.
- b. Those voluntary contributions are to be made in accordance with the rules and regulations of the parties involved, and with the instruments, commitments and/or contracts those parties freely decide to establish, provided the goals of those contributions and supporting instruments are in line with the present Governance Framework and in support of the Biofuture Platform mandate and mission.

## **XII. APPROVAL AND VALIDITY**

- a. The present Framework was adopted by Biofuture Platform Members by consensus on November 16, 2018, following deliberations in the Focal Points and Delegates Meeting of the Biofuture Platform held in San Francisco, US, November 8<sup>th</sup>, 2018, and after consultation and non-objection by all Biofuture Platform Member Countries.
- b. The terms of the present Governance Framework represent the collaborative will of the Members, are non-legally binding and do not create any financial or non-financial commitment or liability between or among any country or partner.
- c. The terms of this Framework are valid upon adoption and will continue in effect for six years unless terminated or extended by Biofuture Platform Members. Revisions to this Framework can be made by consensus of Biofuture Platform Members, by recommendation of the Core Group.

## **XIII. DESIGNATION OF THE INTERNATIONAL ENERGY AGENCY AS THE FACILITATOR**

- a. The Biofuture Platform Members designate the International Energy Agency (IEA) to assume the Facilitator function of the Biofuture Platform from the Government of Brazil, starting from 1 February 2019, in a mutually agreed upon transition of functions and for a period of two years, automatically renewable for equal periods in case of no objection from either the Facilitator or the Biofuture Platform Members.