

## **Procedural guidance for developing policy positions**

*(As adopted by the IETA Council on 23 July 2015)*

### **Introduction**

Given the magnitude of upcoming policy debates, IETA members requested that the Secretariat and the governing Council clarify rules for developing the organisation's formal policy positions.

Fundamentally, the organisation's positions and procedures must be faithful to the principles set forth in Articles and By-laws of the association. The organisation has a rich history of vigorous debate, careful analysis and political pragmatism that has served it well in the policy arena. IETA's reputation as a trusted voice of a broad range of practitioners in multiple carbon markets is unparalleled in national, regional and global policy fora. We seek to preserve and enhance this reputation.

Consistent with our established practice, this document memorialises our basic guidelines for developing position papers and IETA statements on substantive issues. These guidelines describe the principles and procedures for Working Group Chairs, Members and the Secretariat to use when drafting position papers and/or developing IETA statements on substantive issues.

### **Principles**

1. The drafting process should be fair, transparent and practical. It should provide interested members with sufficient opportunities for input along agreed timelines with clear deadlines. Timing should be tailored to the needs for input set out in the relevant governmental policy process.
2. The process should be respectful of differing points of view, and it should seek to build compromise and bridge differences. Where this is impossible, the consensus view will be highlighted. No member should expect a "veto" right, as positions will not always reflect a unanimous view. "Consensus view" shall mean that, after following the procedures outlined in these guidelines, a number of Working Group Members representing 75% or greater of the Members comprising the relevant Working Group have either expressly agreed with the view proposed by the Secretariat or have remained neutral or silent.

### **IETA - Climate Challenges, Market Solutions**



3. The process should provide a method of dispute resolution involving the CEO and governing Council, but it should be rarely applied. Where there are deep differences of opinion, the CEO may resolve differences in consultation with the Working Group Chairs. In extreme cases, the CEO may take urgent cases to the IETA Council for decision.

## **Basic Procedure**

Working Groups will typically follow a phased process, but Chairs have discretion to expedite the process when necessary to meet tight deadlines. The Basic Procedure includes four phases of work:

**I. Planning** - The IETA Secretariat will coordinate with Working Group Chairs to set a timetable for drafting a position paper. The Secretariat will inform Working Group members of the schedule and deadlines. This timetable will allow WG members sufficient time to provide feedback and comments and will define the start and finish dates for each step. As the process is implemented, the timetable may be updated as needed.

**II. Initial Discussion on Main Messages** – The first substantive phase is initial discussion and agreement on the main messages/principles to be formulated through the following steps.

- a. The Working Group will engage in an initial discussion to collect Member views on the main messages needed in the documents and the key issues for discussion.
- b. Based on the discussion, the Secretariat will develop an initial rough draft (or “Chair’s draft”) of the position paper under the guidance of the Working Group Chairs. On occasion, the Chairs may choose to form a small drafting group to assist in developing this draft.
- c. The Secretariat will circulate the Chair’s Draft to Working Group Members with a clear deadline for written comments.
- d. After review of the comments, the Secretariat will assist the Chairs in preparing a Revised Draft. It will include the main areas of agreement and a description of open issues, but it will not contain positions that go against the



consensus view, unless there is a substantial minority (greater than 25% of the comments received for a particular paper) that will be acknowledged.

- e. The Secretariat will circulate the document as the base text for further work with an update on process with deadlines for comments.

**III. Refining the message and addressing key issues** - In this phase, Members will review the Revised Draft to finalise the core messages for the paper as follows:

- a. The Secretariat will convene a meeting or conference call to discuss the Revised Draft.
- b. After the initial discussion, IETA members will have the opportunity to provide written feedback on the Revised Draft. Comments received after the deadline may not be addressed.
- c. Based on all the input received, the IETA Secretariat will prepare a Second Revised Draft for circulation to the Working Group.
- d. If the IETA Secretariat and the working co-chairs believe that more time is needed to agree on the core message and basic principles of the paper, they may decide to conduct additional rounds of drafting.
- e. When Chairs are satisfied that a full and fair debate has produced a consensus view, the Secretariat and Chairs will produce a Proposed Final Draft for circulation to the Working Group for final review.

**IV. Finalising the draft paper** – This phase will consider the Proposed Final Draft and produce a final text.

- a. On behalf of the Chairs, the IETA Secretariat will circulate a Proposed Final Draft to the Working Group with a proposed process with deadlines for comments.
- b. The primary purpose of the final phase is to adopt clarifying changes that do not impact the core messages previously agreed.
- c. Multiple reviews may take place based on the assessment of the Secretariat and the co-chairs of the level of consensus achieved.
- d. If a Member proposes a fundamental change to the previous draft, it can only be considered if greater than 25% of the Working Group Members support it. In the event that a Member proposes a fundamental change, it must be



submitted in writing to the Secretariat at least one week before the next deadline for comments, so that it can be included in materials for circulation prior to the meeting.

- e. Where greater than 25% of the Working Group Members agree in writing to re-open the issue in question, the Chairs will proceed to a vote:
  - If a majority of Working Group Members agree to re-open the topic, then it will be re-opened. If a majority reject the request, then it will not be reopened. In the event of a tie vote, the Working Group Co-Chair(s) shall decide whether to re-open the issue.

### **General rules**

All work in developing a position paper will take into consideration the following general rules:

1. All members of the Working Group (or of the drafting taskforce) will be entitled and encouraged to submit comments and feedback to the draft papers. In case a member is not able to participate in a meeting or a call, comments should be sent in writing to the IETA Secretariat at least a day before such meeting/conference call (unless an earlier deadline has been set).
2. The IETA Secretariat will look at all feedback received before redrafting a paper, and will propose amendments to the wording to reflect the consensus view.
3. IETA members are encouraged to provide suggested wording if they would like to amend the text, beyond making a suggestion to modify the wording.
4. IETA operates on a consensus-based approach. When views differ, the drafting paper will highlight the consensus view. A consensus view will be assumed unless greater than 25% of the comments received take a position inconsistent with such view.
5. It is important to guarantee the views expressed do not represent those of one particular sector, but instead represent a compromise text supported by various market segments.
6. In case of strong disagreement and in case no consensus view can be reached, the matter will be brought to the attention of IETA's CEO.
7. If, after this discussion, no consensus view is possible, the position paper may include a disclaimer to remove the individual Member companies from being associated with the position paper. This should be a last resort option and should be the exception rather than the rule.
8. No individual Member of IETA has a right to veto a position paper.



9. IETA will only incorporate comments/positions, which are in line with the organisation's principles (available [here](#)). If an IETA member objects to the position paper or IETA statement on grounds that go against the principle of ensuring a well-functioning emissions trading scheme, or that go beyond IETA's focus, such objection will not be incorporated and is not subject to the "consensus view" procedures outlined herein.