

Circular Economy Coalition for Latin America and the Caribbean:

For a regenerative economy that creates prosperity for people and the environment

Terms of Reference

Contents

- I. Mandates for working on Circular Economy
- II. Vision, mission, objectives, and expected results of the Circular Economy Coalition
- III. Operational structure, functions, and responsibilities of the members
- IV. Working modalities
- V. Working Groups

Annexes

I. Context – Mandates on Circular Economy

Global and Regional Circular Economy Context in Latin America and the Caribbean:

Mandate:

- During the 4th Session of the United Nations Environment Assembly (UNEA-4), Member States recognized sustainable consumption and production, including the circular economy, as an area requiring policy guidance and expressed their commitment to ambitiously expand efforts in Sustainable Consumption and Production (SCP) to ensure the execution of the environmental dimension in the 2030 Agenda and the Paris Agreement goals, particularly Sustainable Development Goal (SDG) 12 and over 50 of the 169 SDG targets that depend on resource efficiency.
- The resolution adopted at UNEA-4 (UNEP/EA.4/RES.1) [“Innovative Pathways to Achieve Sustainable Consumption and Production”](#) invites all countries to *“examine approaches and policies to achieve sustainable consumption and production, particularly but not exclusively improving resource use efficiency and advancing towards a circular economy during the development of relevant national plans and policies, sustainable development strategies, and sectoral policies or equivalent measures, to decouple economic growth from environmental degradation and the consumption of primary resources.”*
- At the XXII Meeting of the Forum of Ministers and High-Level Authorities of Environment of Latin America and the Caribbean, the proposal for the creation of the Circular Economy Coalition was presented, which was accepted by the countries with the main objectives of developing a common vision and regional work plan on the circular economy to have a greater impact, foster cooperation, provide a regional platform for the exchange of best practices, and provide technical support. The United Nations Environment Programme (UNEP) was requested to build the coalition in close cooperation with international and regional partners such as the Ellen MacArthur Foundation (EMF), the Konrad Adenauer Foundation (KAS), the World Economic Forum (WEF), the Platform for Accelerating the Circular Economy (PACE), the United Nations Industrial Development Organization (UNIDO), the Climate Technology Centre and Network (CTCN), the Inter-American Development Bank (IDB), among others. Some countries requested the inclusion of the private sector, particularly small and medium-sized enterprises (SMEs), as well as an emphasis on consumers and behavioral changes. Furthermore, the Economic Commission for Latin America and the Caribbean (ECLAC) joined the set of strategic partners in 2022.

Regional Circular Economy Context

- The transition to a circular economy is essential to meet the 2030 Agenda and the Paris Agreement, focusing on increasing resource efficiency, human well-being, and ecosystem restoration instead of the traditional linear economic model. The Forum of Ministers and High-Level Authorities of Environment of Latin America and the Caribbean has been a pillar in this change, especially through the establishment

of the Regional Council of Government Experts on Sustainable Consumption and Production, which since 2003 has actively promoted the implementation of sustainable consumption and production strategies in the region.

- The region has shown strong interest and commitment to the circular economy, with several countries developing national strategies and plans. In this context, the Coalition launched in 2022 "Circular Economy in Latin America and the Caribbean: A Shared Vision," which underscores the importance of adapting the circular economy to regional particularities, promoting a transition that is not only sustainable and inclusive but also generates employment and keeps resources in local value chains. This approach highlights the crucial role of cross-sectoral and cross-border collaboration to advance towards a circular economy throughout the territory. "Circular Economy in Latin America and the Caribbean: A Shared Vision" is fundamental for the Coalition as it establishes the understanding of the circular economy from a perspective developed by and specifically for the region.
- In 2023, the Circularity Gap Report for Latin America and the Caribbean was launched, establishing a baseline and fundamental metrics for the advancement of circularity policies in the region.

Circular Economy Definition

Based on the UNEA 4 resolution on Sustainable Consumption and Production (UNEP/EA.4/Res.1), the **circular economy** is recognized as one of the key current sustainable economic models. In this model, products and materials are designed to facilitate their reuse, refurbishment, recycling, or recovery, thus remaining in the economy for as long as possible.

Furthermore, the circular economy presents a significant opportunity to address and achieve various Multilateral Environmental Agreements (MEAs) and international environmental objectives, including the Sustainable Development Goals (SDGs), the Paris Agreement on climate change, and the Convention on Biological Diversity. This approach not only seeks to minimize waste generation but also to reduce greenhouse gas emissions, significantly contributing to more responsible consumption and production.

Finally, the circular economy can be understood as an economic system in which the value of products and materials is maintained, and systems are improved, increasing human and environmental well-being. As mentioned in "*Circular Economy in Latin America and the Caribbean: A Shared Vision*," a circular economy is based on three fundamental principles:

- *Principle 1:* Eliminate waste and pollution from the design stage.
- *Principle 2:* Keep materials in use at their highest value.
- *Principle 3:* Regenerate natural systems.

II. Vision and Mission of the Circular Economy Coalition:

The Coalition aims to support countries in adopting, promoting, and implementing circular economy action plans, policies, and initiatives at the national and regional levels. The Coalition is open to all governments, ministries, and stakeholders from the public and private sectors in the Latin America and Caribbean region.

1. Vision 2030

The countries of the region have begun transitioning from a linear economy to a circular economy model, decoupling economic growth from environmental degradation and resource use while improving human well-being, ecosystem regeneration, and prosperity, thus contributing to the achievement of the 2030 Agenda and the Paris Agreement.

2. Mission

Provide a regional platform to enhance interministerial, multisectoral, and multi-stakeholder cooperation to increase knowledge and understanding of the circular economy, facilitate training, capacity building, and technical assistance for the development of public policies on the circular economy and sustainable consumption and production.

3. Opportunities

There are opportunities to expand national and regional efforts that allow countries in the region to transition to more circular economic models. Examples of these opportunities include:

- a) Developing a more coherent regional agenda by leveraging each strategic partner's individual experience, mandate, and added value.
- b) Establishing harmonized goals and coordinated actions with all Latin American and Caribbean countries to avoid duplication of work.
- c) Developing a set of regional Circular Economy indicators to enable comparative analysis and diagnostics and guide countries in the region in measuring their Circular Economy efforts.
- d) Promoting greater interministerial, intersectoral, and multi-stakeholder coordination and collaboration.
- e) Expanding multi-stakeholder circular economy efforts in Latin America and the Caribbean (e.g., governments, cities, private sector, research institutes, among others).
- f) Engaging the business sector in conversations with governments to establish ambitious national goals.
- g) Promoting an integrated and holistic approach to the circular economy that goes beyond waste and addresses the entire value chain (including the extraction of virgin materials, product design, production, distribution, consumption phase, business models, etc.), which can bring more benefits to the industry and positively impact the economy, society, academia, cities, and national governments.
- h) Integrating sustainable lifestyles and sustainable consumption/behavior change approaches into circular economy initiatives.

4. Objectives

The creation of the Circular Economy Coalition of Latin America and the Caribbean will leverage these opportunities with the following value proposition:

- a) Strengthen a common vision and a regional agenda on circular economy.
- b) Facilitate South-South practices triangular cooperation between governments, the private sector, and international organizations, among other actors, to raise awareness about the circular economy, share knowledge and best practices, and join efforts.
- c) Support the development of tools and indicators to promote and measure the circular economy with a national/regional and sectoral focus.
- d) Facilitate and provide opportunities for capacity building (training, research, webinars, among others).
- e) Support pilot projects in the public and private sectors applying circular economy principles with special attention to SMEs.
- f) Support resource mobilization to implement the circular economy in the region.
- g) Increase the visibility of the circular economy and showcase regional leadership in relevant regional and international forums (e.g., High-Level Political Forum on Sustainable Development (HLPF), United Nations Climate Change Conferences (COPs), including strategic partners' events and others of interest.

5. Expected Results

The work of the Circular Economy Coalition includes the following expected results:

- a) Increased knowledge, capacities, and cooperation in the Latin America and Caribbean region around the circular economy, contributing to achieving the Sustainable Development Goals (SDGs), the Paris Agreement, and the protection of the planet.
- b) Strengthened common regional vision and circular economy initiatives.
- c) Promotion of goals aligned with the SDGs and Nationally Determined Contributions (NDCs) throughout the region.
- d) Increased availability of science-based knowledge on circular economy tools, sectoral approaches, business models, policies, and indicators to support national and local implementation.
- e) Greater participation of governments, local authorities, businesses, and NGOs in establishing enabling frameworks, public policies, and circular economy roadmaps.

- f) Creation of opportunities for South-South and North-South cooperation to achieve synergies in policy implementation for governments and benefits for businesses across regions.
- g) Mobilization and increase of resources and cooperation for research, training, capacity building, and implementation of the circular economy.
- h) Develop financial mechanisms for the circular economy and engage with financial institutions.
- i) Strengthening countries' capacities and knowledge to generate their own public policy tools in Circular Economy.

III. Coalition Members and Eligibility Conditions

6. Coalition Members

To ensure inclusive and diverse participation, the Coalition will be a platform accessible to a wide range of actors, including, but not limited to:

- Governments of the countries in the region, considering the local, state, municipal, provincial, and national levels.
- Intergovernmental and international/regional organizations.
- Non-governmental organizations (NGOs).
- The academic field and research centers.
- Private sector allies.
- Any other relevant entity in the field of the circular economy.

Such participation, except for governments, will be subject to a nomination that must be reviewed and approved by the Steering Committee.

6.1. Members Type

6.1.1. Government Members

- All Focal Points of the Regional Council of Government Experts on Sustainable Consumption and Production may be members of the Coalition (supported and responding to the mandate of the Regional Forum of Ministers of the Environment of Latin America and the Caribbean).
- All other government representatives of the countries in the region, considering the local, state, municipal, provincial, and national levels, who send a formal written notification to the Coordination, may be considered government members of the Coalition. This inclusion reflects the Coalition's commitment to broad and diverse participation, recognizing the importance of integrating perspectives and experiences of government at all levels.

Conditions for Eligibility and Admission

- Through expression of interest and written designation before the Coordination, through which their willingness to contribute to the objectives and work plan of the Coalition must be demonstrated.

Compromises

- There must be a written designation of the focal point and a commitment to keep this information updated before the Coordination.

Temporariness of Membership

- Reviewable and renewable. Every two years, membership must be reevaluated based on commitment, resources, and active participation in the execution of the annual plan and objectives of the Coalition.

Reinstatement Opportunity in the Event of Non-renewal of Membership

- The government representatives of the countries in the region, considering the local, state, municipal, provincial and national levels, whose membership has not been renewed based on the commitments, resources and participation mentioned above, may submit a new application for reinstatement after six months.
- The new application for reinstatement must demonstrate how the reasons for previous non-renewal have been addressed, as well as the adjustment of their strategies and ability to align with the objectives of the Coalition.

6.1.1.2. Non-Governmental Members

- **Non-governmental members** are NGOs, intergovernmental and international/regional organizations, academia, research centers, unions, and any other relevant entity in the field of the circular economy.

Conditions for Eligibility and Admission

- **Application Request:** Interested parties must submit a written request to the Coordination.
- **The organization has implemented relevant initiatives on the circular economy:** The organization must be committed to advancing the circular economy within its area of action, through current or planned initiatives that apply a circular economy approach or integrate principles of circularity.
- **Contribution Capacity:** Applicants must demonstrate, through the application forms and any other forms they consider relevant, their capacity to contribute to the objectives and work plan of the Coalition.
- There must be willingness and capacity to provide technical and/or financial support, as well as collaboration in joint activities that generate impact in the region, for example, (training, events, and projects).

Commitments

- There must be a written designation of the focal point and a commitment to keep this information updated before the Coordination.

Re-application Opportunity

- In the case of initial applications not being accepted, these may be submitted again after a period of six months, during which it is recommended to strengthen the original proposal to address the areas of improvement identified by the Steering Committee in the refusal of admission.

Temporariness of Membership

- Reviewable and renewable. Every two years, membership must be reevaluated based on commitment, resources, and active participation in the execution of the annual plan and objectives of the Coalition.

Re-application Opportunity in the event of Non-renewal of Membership

- Members whose membership has not been renewed based on the commitments, resources, and participation mentioned above may submit a new application after six months.
- The new application must demonstrate how the reasons for previous non-renewal have been addressed, as well as the adjustment of their strategies and ability to align with the Coalition's objectives.

6.1.1.3. Private Sector Allies

- **Private Sector Allies** are companies, including MSMEs.

Conditions for Eligibility and Admission

- **Application Request:** Interested parties must submit a written request to the Coordination.
- **The organization has implemented relevant initiatives on the circular economy:** The organization must be committed to advancing the circular economy within its area of action, through current or planned initiatives that apply a circular economy approach or integrate principles of circularity.
- **Contribution Capacity:** Applicants must demonstrate, through the application forms and any other forms they consider relevant, their capacity to contribute to the objectives and work plan of the Coalition.
- There must be willingness and capacity to provide technical and/or financial support, as well as collaboration in joint activities that generate impact in the region, for example, (training, events, and projects).

Commitments

- There must be a written designation of the focal point and a commitment to keep this information updated with the Coordination.

Opportunity for Re-application

- In the case of applications that are not accepted, they may be submitted again after a period of six months, during which it is recommended to strengthen the original proposal to address the areas for improvement identified by the Steering Committee in the previous denial of admission.

Temporariness of Membership

- Revisable and renewable. Every two years, membership must be reassessed based on commitment, resources, and active participation in executing the annual plan and objectives of the Coalition.

Opportunity for Re-application in case of Non-renewal of Membership

- Members whose membership has not been renewed based on the commitments, resources, and participation mentioned above may submit a new application after six months.
- The new application must demonstrate how the reasons for the previous non-renewal have been addressed, as well as the adjustment of their strategies and capacity for alignment with the Coalition's objectives.

6.2. Benefits for Members

Once admitted as members of the Coalition, new members will have the following benefits:

- **Recognition on the Website:** New members will be recognized on the official website of the Coalition: <https://coalicioneconomicircular.org/>.
- **Support:** Members will receive support in the areas of knowledge that the Coalition is leading at that specific time.
- **Access to Networks:** Members will have access to a wide network of actors and platforms focused on circular economy and sustainability.
- **Participation in Events:** Members will be able to participate in various events, activities, and working groups organized by the Coalition.
- **Access to Knowledge Resources:** Members will have access to the knowledge resources available through the Coalition, including studies, reports, and other informative materials.

6.3. Prevention and Management of Conflicts of Interest

A conflict of interest will be considered when a member uses their association with the Coalition to favor their own political, commercial, or financial interests to the detriment of the objectives and integrity of the Coalition.

Prevention and Mitigation:

- **Declaration of Interests:** Members must explicitly declare potential conflicts of interest before formalizing any collaboration.
- **Evaluation:** The Steering Committee will carefully evaluate these potential risks and establish clear transparency agreements to ensure the collaboration reinforces the Coalition's objectives and regional commitment.

In case of Detected Conflicts:

- **Corrective Measures:** If a conflict of interest is identified or evidenced, the Steering Committee may take corrective measures, including terminating the membership.

IV. Governance Structure and Functions

The Circular Economy Coalition will be under the direction of a Steering Committee composed of government representatives and strategic partners. It will also be supported by a Coordination. This leadership and structure are explained in the following sections.

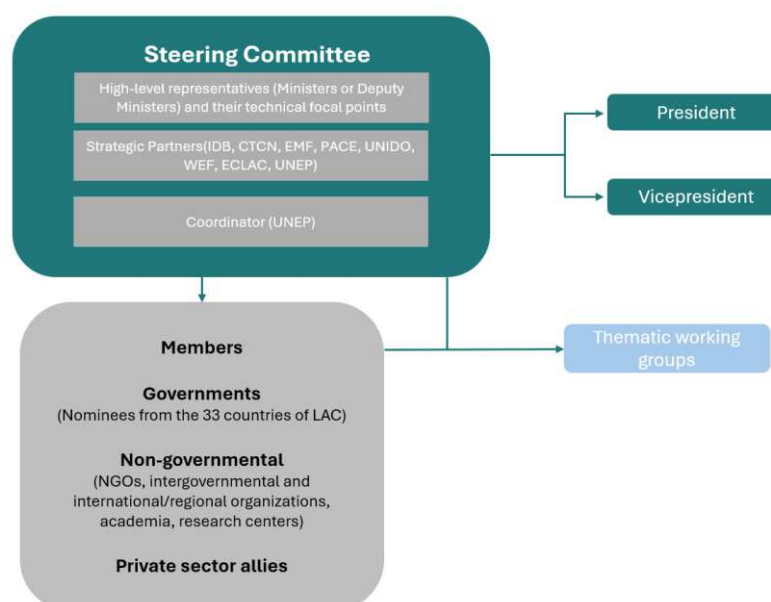


Figure 1: Coalition Structure

7. Steering Committee

The functions and responsibilities of the Steering Committee are as follows:

- Promote cooperation among countries that work, promote, and implement circular economic models.
- Encourage the adhesion of new government members from Latin America and the Caribbean.
- Mobilize resources and financing for the circular economy, including voluntary contributions.
- Develop the roadmap and annual work plan.
- Review the work plan and annual report on the Coalition's activities.
- Represent the Coalition in relevant events organized by strategic partners and other events or forums of interest.
- Arrange meetings of interest.

- viii. Invite representatives from relevant private sectors, NGOs, and regional/international organizations to participate and collaborate with the Coalition.
- ix. Increase the visibility and reach of the Coalition.
- x. Assist members with tools and knowledge to help them accelerate their transition to a circular economy.

7.1. Composition and Representation

The Steering Committee will comprise high-level government representatives, Ministers or Vice Ministers from different countries, and eight strategic partners. UNEP serves as the coordinator. The representation of countries will consider regional balance as much as possible.

Each government representative on the Steering Committee will designate an alternate and a technical representative from the same country, who may be from the same or a different Ministry. The alternate will represent the Minister or Vice Minister in Steering Committee meetings, or conference calls that they cannot attend. The technical representative will continuously communicate and collaborate with the strategic partners and the coordination.

7.2. Presidency and Vice-presidencies

The Steering Committee will be led by a president and two vice presidencies, whose roles are crucial for the effective functioning and representation of the Coalition. These positions will be held by government representatives, selected through a process based on expressions of interest and voting within the Committee.

Selection

The Presidency and Vice-Presidencies will be elected from among the government representatives based on their expression of interest in assuming these roles. The election will be held by a vote of the Steering Committee, seeking majority support.

Temporal Functions

If the Presidency is temporarily unavailable to attend meetings or specific events, one of the Vice-Presidencies will assume the functions of the Presidency during their absence, ensuring continuity of leadership and representation.

Vacancy of Positions

If either the Presidency or one of the Vice-Presidencies is unable to complete their term, either simultaneously or sequentially, the Steering Committee will proceed to elect a replacement among the remaining government members to complete the current term.

Functions of the Presidency and Vice-Presidencies:

- a) Preside over Steering Committee meetings.
- b) Provide input/guidance on agenda items and documents needed for Steering Committee meetings.
- c) Foster more strategic collaboration among Steering Committee members.
- d) Represent the Coalition in relevant forums, events, and activities.
- e) Identify potential sources of funding and fundraising.
- f) Supervise and support the preparation of annual reports with the support of the Coordination team.
- g) Organize an annual in-person Steering Committee meeting when possible.

7.2.1. Nomination

Governments interested in being part of the Steering Committee will formally express interest to the Coalition Coordination. The selection of countries will be endorsed within the framework of the Regional Forum of Ministers of the Environment and will be based on the following criteria:

- The country has launched relevant initiatives on circular economy at the national level.
- The country has national and regional leadership in the area of circular economy.

- The country agrees and is committed to the objectives of the Coalition and to support its activities, acting as an "Ambassador" of the Coalition.
- The country will identify opportunities and support the mobilization of resources for the Coalition's activities.
- The selection of countries will try to maintain a regional balance as much as possible, considering its four subregions (Mesoamerica, the Caribbean, the Andean Community, and the Southern Cone).

7.2.2. Rotation among the Positions of Presidency and Vice-Presidencies

The positions of Presidency and Vice-Presidencies will be held by government members. In this context, a government member who has served in one of these roles may immediately run for the following term as long as they do not aspire to consecutively reoccupy the position they already held. This will ensure that, although members are elected for two years and cannot serve more than one consecutive term in the same position, rotation between the Presidency and Vice-Presidencies is allowed, thus promoting diversity and renewal within the Committee's leadership.

Members will continue in their roles until their successors are elected.

To promote renewal, the inclusion of new perspectives, and a balance between continuity and change within the Coalition's Steering Committee, the following will be considered:

- **Term Limit:** Government members who are part of the Steering Committee may remain on it for a period of two years with the possibility of re-applying, as indicated in the previous section.
- **Term Cycle:** Government members who are part of the Steering Committee may not hold the same position (Presidency or Vice-Presidency) for more than one consecutive term. However, re-election for the same position will be allowed after an interval of two years.

Renovation Process:

- At the end of the first term, government members interested in serving a second consecutive term (*see section 6.1.1. Government Members*) must formally express their interest and be reassessed based on their contribution, commitment, and added value to the committee during their initial term.
- The renewal decision will be based on a vote of the Steering Committee, ensuring that such renewal contributes to the current objectives and needs of the Coalition.

Substitution and Vacancies:

- If a government member does not wish or is unable to be renewed for a second term or upon completion of their term, a selection process will be opened to fill the vacancy.
- This process will be transparent and open to all Coalition government members, ensuring the opportunity for participation and renewal.

Exceptions and Special Considerations:

- In exceptional circumstances, such as a lack of qualified candidates to succeed an outgoing member or specific needs of the Coalition, the Steering Committee may consider extending the term limit. Any exception will require a clear justification and the approval of a qualified majority of the Steering Committee, which is equivalent to two-thirds of the members deliberating in such a situation.

7.3. Strategic partners

The strategic partners will be permanent members of the Steering Committee. These partners are those institutions that have supported the creation and development of the Coalition, as specified in the memorandum of understanding number MOU/ROLAC-004/2020/Latin America and the Caribbean, which are listed below. In the event of renewal or modification of the memorandum, such changes will be automatically reflected in these terms of reference:

- Inter-American Development Bank (IDB)
- Economic Commission for Latin America and the Caribbean (ECLAC)
- Climate Technology Centre & Network (CTCN)
- World Economic Forum (WEF)
- Ellen MacArthur Foundation (EMF)
- United Nations Industrial Development Organization (UNIDO)
- Platform for Accelerating the Circular Economy (PACE)
- United Nations Environment Programme (UNEP).

Furthermore, it is established that the conditions and mechanism for the exit of strategic partners from the Coalition will be governed in accordance with the provisions of Article 10 of the aforementioned *memorandum of understanding*. This article states: *"The memorandum of understanding may be terminated for any reason and at any time with the consent of all Parties. Similarly, any Party may withdraw from the MoU by giving three months prior written notice to the other Parties or, where a Party considers (acting reasonably) that continued participation would likely significantly damage its reputation, by written notice to the other Parties with immediate effect. In the event of termination or withdrawal, the Parties shall use all reasonable means to ensure that the termination or withdrawal does not affect any prior obligation, project, or activity already in progress."*

This will ensure a clear and predefined framework for managing the relationship with strategic partners, including the procedures to follow if any of these institutions decide to withdraw from their role on the Steering Committee or from the Coalition in general.

Based on the mandates, experience, and regional activities of each of the Strategic Partners, they will support the main working areas of the Coalition, allowing for the creation of synergies, cooperation, and a more coherent regional agenda with greater impact, avoiding duplication of efforts.

8. Admission of Members to the Steering Committee

Considerations for the Incorporation of Members to the Steering Committee.

Government Members (see section 6.2.1, *Nomination*)

- **Incorporation Process:** Since the Steering Committee includes strategic partners and government representatives as a permanent structure, the latter can express their interest in writing to the Coordination to participate in the Committee. This incorporation will be evaluated by the Steering Committee.

Admission Criteria

These situations include, but are not limited to:

- **Economic or Financial Support:** In cases where the incorporation of a government member (at any level) can provide significant economic or financial support to help sustain and expand the activities of the Coalition. This includes, but is not limited to, offering financial resources, investments, or sponsorships that strengthen the operational capacity of the Coalition to achieve its agenda, goals, and objectives in the medium and long term.
- **Equal Representation:** To ensure a more equal representation of the key subregions that are part of the Coalition (Mesoamerica, the Caribbean, the Andean Community, and the Southern Cone), especially in contexts where new challenges and opportunities arise.
- **Succession and Continuity:** In circumstances where succession planning is required, continuity and effective leadership of the Coalition must be ensured.

Admission Process

- The need to add new members will be diligently evaluated by the Steering Committee, considering the established criteria.
- Any proposal to expand the Steering Committee will require a qualified majority of votes in favor by the members of said Committee, which is equivalent to two-thirds of its members.

Non-Governmental Members

To maintain the effectiveness and agility of the Steering Committee, the Coalition will prioritize a strategic and deliberate approach to the composition of its leadership. While the expansion of the Steering Committee is not a goal in itself, it is recognized that exceptional situations may arise that justify the consideration of incorporating new members (except for Government Members and Strategic Partners). This invitation will be made under clear and specific criteria, reflecting emerging needs and ensuring that any expansion is deliberate, fair, equal, and aligned with the Coalition's objectives.

Admission Criteria

The addition of new non-governmental members to the Steering Committee will be considered only under exceptional circumstances, with a clear and detailed justification of why their inclusion is beneficial and necessary for the Coalition's objectives, as well as an analysis of the conditions described below:

These situations include, but are not limited to:

- **Economic or Financial Support:** In cases where the incorporation of a new member can provide significant economic or financial support to help sustain and expand the activities of the Coalition. This includes, but is not limited to, members who can offer financial resources, investments, or sponsorships that strengthen the operational capacity of the Coalition to achieve its agenda, goals, and objectives in the medium and long term.
- **Recommendation by member countries of the Coalition:** When countries identify a potential member who can contribute to achieving the Coalition's objectives.
- **Equal Representation:** To ensure a more equitable representation of key sectors that are part of the Coalition, especially in contexts where new challenges and opportunities arise.
- **Succession and Continuity:** In circumstances where succession planning is required, continuity and effective leadership of the Coalition must be ensured.

Admission Process

- Recommendations for new applicants should preferably be issued by the member countries of the Coalition or by the Strategic Partners.
- The need to add new members will be diligently evaluated by the Steering Committee, considering the exceptional circumstances and the aforementioned criteria.
- Any proposal to expand the Steering Committee under these exceptional circumstances will require a qualified majority of votes in favor of the members of the Steering Committee, which is equivalent to two-thirds of the Committee members.

Individual Nomination Initiative

In exceptional cases where an active member of the Coalition identifies a potential opportunity to contribute to the leadership and direction of the Coalition based on their unique experience and financial support to develop and implement impactful projects and initiatives. In such cases, members will be allowed to submit their applications and be considered for incorporation into the Steering Committee, according to the aforementioned criteria, depending on the type of applicant organization.

8.1. The Coordination

The UNEP Regional Office for Latin America and the Caribbean will serve as the permanent facilitator for the coordination of Coalition activities.

Functions and responsibilities:

- Support the Presidency in its functions and support the organization of the Coalition's periodic meetings and agendas, including meetings with the Steering Committee.
- Support the work plan development in consultation with the Steering Committee.
- Support the organization of meetings, workshops, webinars, and other Coalition meetings.
- Provide an updated calendar of Coalition meetings, activities, and other relevant circular economy events.
- Prepare the annual report of the Coalition's activities.
- Support the identification of potential funding sources and fundraising.

9. Voting Criteria for the Approval and Acceptance of New Non-Governmental Members and Private Sector Allies to the Coalition

Submission of Applications

- Applicants must submit a formal application detailing their interest, how they plan to contribute to the Coalition's objectives, a letter of endorsement, and any relevant information that supports their inclusion.
- Applications will be reviewed by the Coalition Coordination to ensure they meet the criteria mentioned above.

9.1. Notification to the Steering Committee and Voting Process

Notification of Applications

- Once the coordination receives the applications, it will notify the Steering Committee about the applicant organizations and provide all relevant information for their consideration and respective voting. This will include significant details supporting each candidacy, thus facilitating an informed decision.

Voting Process

- Each member of the Steering Committee will cast their vote individually through an online file, where the most relevant data of the applicant organizations will be detailed.
- The available voting options will be "Yes," "No," or "Abstention."

Vote Counting

- "Yes" and "No" Votes: Only "Yes" and "No" votes will be counted to determine the outcome of the vote. A "Yes" vote means support for the applicant's incorporation; a "No" vote means opposition.
- Abstentions will be recorded to reflect the participation and opinions of the members but will not be considered in the final vote count. Their purpose is to allow members to choose not to directly influence the outcome while maintaining a record of their participation and involvement in the voting process.

Approval Requirement

- For an applicant organization to be approved, more than half of the votes cast by the steering committee, excluding abstentions, must be "Yes."

Record Keeping and Transparency

- All votes and their results will be documented and archived as part of the Coalition's official records. This will ensure the transparency of the process and provide an accessible history for future reference.

Communication of Decisions

- Decisions on the inclusion of new applicants will be officially communicated by the Coordination to both the applicants and all members of the Coalition.

IV. Working Modalities

10. Meetings

The Steering Committee is committed to maintaining constant and effective communication, which is key to achieving its objectives. To this end, the following meeting schedule is established:

Quarterly Meetings

The Steering Committee will follow a quarterly schedule. These meetings are intended to review progress towards the Coalition's objectives, plan future activities, and address any matters relevant to the operation and strategy of the Coalition.

To maximize participation and flexibility, meetings will be held using the format that best suits the circumstances of the moment and the needs of the Committee members, with no predetermined preference for in-person or virtual meetings. This will ensure continuity of work.

Quorum for Decision-Making

To ensure equitable and effective representation in the decision-making of the Steering Committee, it is essential to have broad participation from its members. Therefore, it is established that, for meetings where decision-making is required, the participation of more than half of the Steering Committee members will be necessary.

11. Decisions

The Steering Committee's decisions will be made by consensus.

12. Documentation

- The Coordination will prepare the agendas and supporting documentation necessary for the Coalition's activities.
- An annual activity report will be prepared at the beginning of the year, facilitated by the Coordination and with input from all members of the Steering Committee.

13. Official Languages

- The official languages of the Coalition will be Spanish and English.
- To ensure efficiency and optimize the Coordination's operational capacity, the Coalition's official documents will be drafted in Spanish. In exceptional cases, an English version of the documents may be prepared.
- Meetings will be organized in Spanish and English when resources allow it.

14. Visual Identity

The visual identity and branding of the Coalition will be essential components to establish its presence and recognition both regionally and globally. A consistent visual identity will be developed and maintained that reflects the Coalition's values, mission, and vision, ensuring effective communication and a unified image across all platforms and materials.

Key Elements:

- **Logo:** The logo will be distinctive and represent the principles and objectives of the Coalition. It will be used in all official materials, communications, and digital platforms.

- **Color Palette and Typography:** An official color palette and typography have been defined to ensure consistency across all communications. Complete specifications can be found in the [Branding Manual](#).
- **Templates for Presentations and Communication Materials:** Standard templates will be created for PowerPoint presentations, reports, and other communication materials to ensure consistency and professionalism.
- **Logo Usage Recommendations:** Instructions on the use of the logo will be developed as an annex to this document, ensuring a consistent representation of the Coalition.

15. Modifications to the Terms of Reference

The dynamics and needs of the Coalition may evolve over time, requiring adjustments to its governance structure and operational practices to ensure its effectiveness and relevance. In this regard, the Steering Committee may make modifications to the governance structure of the Coalition, as well as to these Terms of Reference. This includes the ability to address gaps, make adjustments, and make any other necessary modifications to improve the functioning and collaboration within the Coalition. In this sense, a qualified quorum will be necessary for approval, meaning that any proposed modification must be approved by at least two-thirds of the Committee members. This approach ensures that crucial decisions are made with broad consensus, strengthening cohesion and shared commitment to the Coalition's mission and objectives.

Modification Process

Modifications can be proposed by any member of the Steering Committee, who must submit a clear and detailed justification for the suggested change and its expected positive impact on the Coalition.

Review and Discussion

All modification proposals will be subject to review and discussion within the Steering Committee to ensure that the changes consider the perspectives of all its members and are beneficial to the Coalition.

16. Financing and Resources

The Coalition will be financed through resources (financial or in-kind) by the collective commitment of its Strategic Partners and Members. It is recommended that a financial strategy and project proposals be developed to finance the Coalition, which will allow its projects and activities to be sustained over time and have a greater impact.

The Coalition has the Circular Economy Fund, created by the Inter-American Development Bank (IDB). This fund, designed to receive contributions from both the public and private sectors, as well as from other organizations within and outside the United Nations, is recognized as a potential financial tool of the Coalition to channel resources towards the execution and implementation of its initiatives, enhancing its capacity to implement impactful projects in the region.

V. Working Groups

The Coalition, recognizing the importance of addressing priority areas to achieve its strategic objectives, may establish working groups in the necessary areas. These groups will be designed to focus efforts, knowledge, and resources on specific issues, responding to regional priorities and needs.

Working groups will be led or coordinated by a member of the Steering Committee or by members of the Coalition, but always with the support of a Steering Committee member. These groups will invite actors and stakeholders to join the groups. Members and leaders will be responsible for defining activities, managing funding, and establishing the operating mechanisms of each group, ensuring a biannual or annual update on their progress. They will also be able to promote the participation of other relevant actors, regardless of whether they are members of the Coalition.

17. General Objective of the Working Groups

The main purpose of the working groups is to contribute significantly to the Coalition's activities and annual work plan. This will be achieved by ensuring that all activities are aligned with the strategic objectives and priorities of the Coalition, thus facilitating the fulfillment of its goals in the region.

17.1. Temporality of Working Groups

The duration of the working groups is directly related to the needs and relevance of the projects, initiatives, and activities identified in the Coalition's work plan. Therefore, the continuity of each working group will be periodically evaluated by the Steering Committee, taking into consideration:

- **Continued Relevance:** Working groups will remain active as long as their topics and activities remain relevant to the Coalition's current priorities and the region's needs.
- **Project Evaluation:** Specific projects and plans will be reviewed based on their progress and alignment with the Coalition's strategic objectives. This review will help determine whether a working group should continue, adapt, or conclude.
- **Adaptability and Flexibility:** The structure and duration of the working groups will be designed to be flexible, allowing for quick adjustments in response to changes in the Coalition's priorities or the emergence of new challenges and opportunities.
- Each working group must submit periodic updates on its progress, which will be essential for making informed decisions about its future activity and structure.

17.1.1. First Work Plan

The first work plan of each group should not be developed for more than one year of validity. This will facilitate an initial phase of evaluation and adjustment, allowing the Coalition to respond more effectively to emerging needs and adapt its approach based on the results obtained and lessons learned during the group's first cycle.

17.2. Formation and Members

- The groups will be formed around priority areas the Steering Committee identifies.
- The incorporation of new participants will be done through application or invitation, seeking diversity and complementarity in skills.

17.3. Leader's Responsibilities:

- Must develop the group's work plan.
- Will prepare the necessary materials and preparations for group meetings.
- Will identify and invite potential participants.
- Will coordinate all working group activities, ensuring that they align with the Coalition's objectives and annual work plan.
- Must facilitate effective communication within the working group and between the group and other instances of the Coalition, including the Steering Committee.
- Will represent the working group before the Steering Committee and in any other relevant forum or activity, ensuring that the group's contributions and needs are adequately communicated and considered.

17.4. Co-leadership

To ensure continuity and effective support to the group's leadership, each working group may designate a co-leader from among its members. This person will support the leader in all their responsibilities and may act on their behalf in case of absence.

17.5. Planning and Activities

- Each group will develop a detailed work plan outlining activities, responsibilities, timelines, and necessary resources with the support of the Coalition Coordination.
- Six-monthly progress updates may be made to adjust plans as needed.

17.6. Meetings

- Meetings will be held regularly (to be defined by each group leadership) and may be in-person, virtual, or hybrid.
- The leadership group must prepare the agendas and necessary materials before each meeting.

Annex: Guidelines for the Use of the Coalition Logo

The Coalition logo is crucial to its visual identity and represents its values, mission, and vision. Its use must be consistent and respectful, ensuring that the image of the Coalition is maintained with integrity and professionalism.

1. Specific Conditions for the Use of the Logo.

1.1. Eligibility and Scope.

- The Coalition logo's use is strictly limited to applications and resources created directly by the Coalition itself or in collaboration with its Strategic Partners and members.
- Direct involvement is essential in any activity, event, or resource that uses the logo. In this sense, the Coalition must actively lead or support the organization of such events and activities to ensure that the use of the logo is aligned with its principles and objectives.

1.1.2. Allowed Applications and Resources.

The applications and resources of the Coalition are understood to include, but are not limited to:

- **Publications:** Includes reports, newsletters, brochures, and other printed or digital materials distributed on behalf of the Coalition for educational and informational purposes.
- **Events:** The logo may be used in conferences, seminars, workshops, and forums organized directly by the Coalition or in collaboration with one of its Strategic Partners.
- **Training and Workshops:** Educational activities designed to promote the principles and content of the circular economy among Coalition members and the general public.
- **Promotion and Campaigns:** Includes the use of the logo in awareness and promotional campaigns that directly support the mission and objectives of the Coalition.

1.1.3. Usage Criteria

- **Contribution to the Mission:** All activities in which the logo is used must contribute directly to promoting the Coalition's objectives, helping to advance its agenda and disseminating its mission at the regional and global levels.
- **Alignment with the Work Plan:** The use of the logo must be aligned with the Coalition's annual Work Plan, which is reviewed and approved by the Steering Committee. In exceptional cases, the coordination may approve additional uses to respond to urgent needs or unique opportunities.

1.2. Specific Restrictions

- The logo must not be altered in form, colors, or proportion.
- The use of the logo is not allowed in contexts that could compromise the integrity or public perception of the Coalition. This includes, but is not limited to, political, commercial, or religious contexts or in any environment that promotes discrimination or hate.
- The logo is not allowed to provide the sale of any type of services, advice, or programs, even for educational purposes.

1.3. Use of Other Logos

Members, allies, and Strategic Partners logos may be included in any event or initiative (*see 1.1.2. Permitted Applications and Resources*) organized in collaboration with the Coalition. This inclusion will be subject to a clearly defined collaboration agreement between the parties involved and the Coordination. The guidelines for displaying these logos will ensure that the representation is equitable and consistent with the Coalition's visual identity and communication standards.