

2013 Annual General Meeting of the Adaptation Network

SALGA premises, Pretoria, 01 August 2013

1. Opening and welcome

Intelligent Chauke of the **South African Local Government Association (SALGA)** opened the meeting, welcoming participants to the meeting and to the SALGA premises.

2. Attendance, apologies and introductions

Attendance

The following members were present: Angelika Laub (Eco Hope), Bettina Koelle (Indigo development & change), Intelligent Chauke (SALGA), Joseph Daron (Climate Systems Analysis Group), Katinka Waagsaether (Indigo development & change), Lydia Mogano (South African Faith Communities Environment Institute (SAFCEI)), Mandy Barnett (South African National Biodiversity Institute), Noel Oettle (Environmental Monitoring Group), Penny Price (Climate Change and Biodiversity Directorate Department of Environmental Affairs and Development Planning Western Cape Government), Sandile Ndawonde (Green Network), Ramavohna Nkoniseni Collins (Climate Change Adaptation, DEA), Tsepang Makholela (Climate Change Monitoring and Evaluation, DEA), Vhalinavho Patterson Khavhagali (Climate Change Adaptation, DEA).

Apologies

Apologies were received by the following members: Christina Rollin (DBSA), Claire Davis (CSIR), Dieter van den Broeck (Living Lands), Dorah Marema (GenderCC), Jonathan Diederiks (Southern African Science Service Centre for Climate Change), Kate Davies (SAFCEI), Katharine Vincent (Kulima Integrated Development Solutions), Penny Urquhart (Independent Analyst), Rina Taviv (Gauteng Department of Agriculture and Rural Development), Sarshen Scorgie (Conservation South Africa), Sebataolo Rahlao (DEA) and Shonisani Munzhedzi (DEA).

All members present briefly introduced themselves to the meeting.

3. Adoption of the agenda

Three items were added to the agenda: Report back from the Western Cape Government adaptation work as point 5.5; Key events in the year ahead under point 11 other matters; and Joint Network programme under point 11 other matters.

The adoption of the agenda, as amended, was proposed by Vhalinavho Patterson Khavhagali, and seconded by Joseph Daron.

4. Minutes of previous meeting

Noel Oettle took attendees through the minutes from the previous AGM, held at the premises of the Development Bank of Southern Africa on 01 March 2012. Noel Oettle proposed the acceptance of the minutes, and Bettina Koelle seconded the motion.

5. Report back from Adaptation Network members

5.1 DEA report back on the national M&E process

Tsepang Makholela from DEA gave the attendees an update on the development of the National M&E system to date. To date the process has to date been focused on phase one, which deals with conceptual issues such as objectives and principles. This phase is currently being finalised, and there is a draft document with a visual overview of what the system will look like. Phase two will focus on the details of the system design and operations. The plan is that analysis of current systems can be integrated into the system and design by October 2013. Consideration of the long term sustainability of the system will then be the focus through to December 2013. As part of the process DEA is also doing stakeholder engagements, from national and provincial departments to research institutions. This is to find out who is collecting what and where, and how this can be shared.

Tsepang further noted that the National Climate Change Response (NCCR) database to provide an overview of all the research projects and initiatives implemented since 2000. The request for inputs on project info was circulated to the Adaptation Network. In terms of climate change adaptation projects in the database, most are to date on the Working for Programmes and ecosystems based adaptation work. Tsepang said that the database should be open and accessible to all by the end of this year.

Mandy asked about the links between the M&E work and the LTAS work, and whether DEA are setting targets at this stage. Tsepang responded that DEA is looking at what information is being collected and whether it can complement the LTAS scenarios. She further noted that the second phase with the indicators will hopefully also include targets.

Discussions further focused on the need to think about how to engage in the M&E process going forward, and how the members and the experience of the members can feed into the M&E process.

Action:

- Share the Phase I M & E document with those present at the AGM (Tsepang and Katinka)

5.2 Report back: Applications to the Adaptation Fund and activities of the National Implementing Entity (NIE)

Mandy Barnett started by sharing the work and progress of the NIE to date. This included the submission of two concept notes to the Adaptation Fund, which have been accepted for a second stage of full proposal development. The projects are:

1. Building resilience in the Greater uMgeni Catchment
2. Taking Adaptation to the Ground: A Small Grants Facility for enabling local level responses to climate change

Mandy noted that the set up and running of the NIE has already provided a number of opportunities: enabled mainstream CCA at the highest levels (treasury, National Planning Commission etc), enabled building of institutional capacity of climate change adaptation, created an opportunity to build a country driven programme, created opportunity to building M&E from the start and link to the new national system, created potential for unlocking sustainable domestic resources, an opportunity to move towards

creating a legacy; and created an opportunity to mobilise resources into the future through leading by example.

Mandy also highlighted the importance of the Adaptation Network in building the capacity for climate change adaptation in the country.

Bettina Koelle, who is the Adaptation Network representative on the NIE Steering Committee, commended Mandy and SANBI for bringing together the members of the NIE Steering committee, and enabling discussion of a number of issues and working towards a more integrated approach overall. Bettina further noted that although there are some capacity constraints in South Africa, there is more capacity than in many other countries with NIEs. The Adaptation Fund board is realising that reaching the people on the ground is really a challenge, and they are wanting to explore options on how they can support NIEs in developing robust proposals.

Bettina further highlighted the work of the Adaptation Fund NGO Network, whose members are civil society organisations from countries where there are NIE's or MIE's implementing. The Network's focus is on sharing lessons learnt on how to provide direct access, and to critically follow and document the implementation process.

5.3 DEA Climate Change Adaptation

Vhalinavho Patterson Khavhagali gave short summary of the various climate change adaptation activities that DEA is working on, all of which is under the umbrella of the implementation of the climate change white paper.

Policy alignment: Each department has its own plan, and the challenge with climate change mainstreaming is that it might change the face of how they implement. In this context it is important to focus on whether the departments have the capacity to start mainstreaming, and if not, how this can be addressed.

LTAS: The LTAS work is done with SANBI, CSIR and other organisations that provide information. The cross-sectoral sharing and integration of information is a key part here. GIZ will fund the second phase of the LTAS work, during which there will be consultations with research institutions, local municipalities etc. Vhalinavho notes that DEA would like to ensure that the Adaptation Network is part of the process, sharing information and getting input.

Integrated economic assessment: DEA is working with National Treasury and Aurecon on integrated economic assessment, which looks at the costs of adapting and the costs of not adapting. The thinking here is around the bigger picture, adaptation in relation to the GDP and what messages can one get out of the economics.

Let's Respond Tool Kit: The focus is now on changing the way we do things in terms of capacitating municipalities in how to use the Kit, as DEA saw that the approach that had been used before was not effective. So the idea is to now try to capacitate municipalities by clustering them together, and also learn from others who have already used the tool kit.

Action:

- Explore the possibility of sharing the sectoral LTAS reports more broadly (Vhalinavho)

5.4 Report back from the Western Cape Government adaptation work

Penny Price gave a briefing on the work of the Western Cape Government's work on adaptation.

The Municipal Support Programme: The programme works with mainstreaming climate change through engagement with municipalities. Capacities still vary between the different municipalities, and they have to keep adjusting the approach with each municipality. The Bergriver Municipality is one of the municipalities that the province has been working with, and this has facilitated great relationships and cooperation between scientists and research institutions and the municipality. The province has now then expanded, also working with the West Coast District. Working with the district allows them to support more municipalities in one go.

Food, Energy and Water Nexus: Here they would like to quantify the Food, Energy and Water Nexus for the catchment, so that municipalities can use it as a decision support tool. Similar work has already happened in the Eden, and the role of the province is to pull things together and prevent duplication.

AGM participants noted the need for a space where such best practice models as that of the Western Cape Province could be shared and formalised, and that this should be explored for the working programme of the Adaptation Network.

5.5 Report back from the Drylands Fund (*Sandile Ndawonde*)

Sandile Ndawonde, the Adaptation Network representative on the Drylands Fund Steering Committee provided some feedback from his engagements with the Fund. He noted that a total of around 20 projects have been supported over the last year, and that various new funding opportunities for the Fund are emerging. Going forward the Fund is looking at increasing the size of the Steering Committee, to include more actors, and to review the current implementation strategy.

Some concerns were raised among the AGM participants around the fact that there have not been any formal calls for proposals, and a lack of clarity around process for fund allocations. Accordingly, the AGM participants agreed that the Adaptation Network Steering Committee will draft a formal communication to the Drylands Fund, requesting clarity of sources of income, criteria for awarding funding, application processes and overview of projects funded to date.

Actions:

- Draft letter to the Drylands Fund on behalf of the Steering Committee (Bettina Koelle)
- Approve letter to the Drylands Fund (Steering Committee)

6. Report back from the Steering Committee

Noel Oettle provided feedback from the Adaptation Network Steering Committee. He reported that the Steering Committee had been elected at last year's AGM at the DBSA premises in Midrand on 01 March 2012, and was comprised of the following representatives:

- **Sarshen Marais** (Conservation South Africa)
- **Sylvester Mpandeli** (Department of Environmental Affairs) (left DEA and was replaced by Vhalinavho Patterson Khavhagali in June 2013)
- **Sandile Ndawonde** (Green Network)
- **Katinka Waagsaether** (Indigo development & change)
- **Gabriel Lekalakala** (Limpopo Department of Agriculture) (Left the Department and South Africa, and thereby the Steering Committee in May 2013)
- **Nokutula Mhene** (Fairtrade Africa) (Left her employment, and thereby the Steering Committee in 2012)

- **Noel Oettle** (Environmental Monitoring Group)
- **Lucinda Fairhurst** (ICLEI Africa) (Left her employment, and thereby the Steering Committee in 2012)
- **Mandy Barnett** (South African National Biodiversity Institute) was co-opted to join the Steering Committee in September 2012, based on a decision at the AGM to invite a SANBI representative to serve on the Steering Committee

Noel gave an overview of the Adaptation Network representations on various committees:

- Sandile Ndawonde was appointed to represent the Adaptation Network on the Drylands Fund Steering Committee in 2011, and continued to report on his representation to the Adaptation Network Steering Committee
- Bettina Koelle was elected representative of the National MRV (M&E) Working Group in March 2012, and has since reported to the Adaptation Network Steering Committee
- Bettina Koelle was elected representative of the National Implementing Entity (NIE) Steering Committee in December 2012, and has since reported to the Adaptation Network Steering Committee

Noel reported that the Steering Committee had had regular teleconference meetings over the course of the past year:

1. 5 April 2012
2. 3 May 2012
3. 4 June 2012
4. 9 July 2012
5. 20 September 2012
6. 23 October 2012
7. 23 November 2012
8. 14 December 2012
9. 18 January 2013
10. 5 March 2013
11. 8 April 2013
12. 24 June 2013
13. 29 July 2013

Noel noted that one of the on-going processes that the Steering Committee has been involved with is the finalisation of the MoU with DEA.

A discussion took place as to the criteria for serving on the Adaptation Network Steering Committee, and it was noted that as per the draft constitution that would be discussed later on the agenda, only organisational network members can be elected on to the steering committee. Yet representatives from important partner organisations or institutions for whom the signing of a MoU or a Pledge might be a challenge, such as SANBI or DEA, could be co-opted members of the Steering Committee.

Appreciation was expressed among the Steering Committee members, in that it has provided important learning and enabled important collaboration.

7. Report back from the Secretariat

Katinka Waagsaether from Indigo development & change gave a report back from the work of the Adaptation Network Secretariat. She highlighted the new partnership with the South African NIE as an important milestone through which the Adaptation Network, as an important platform, will support communications and national capacity development support. This partnership is formalised through a one year contract, with a total funding of R191 000.

Katinka noted that the Secretariat had facilitated the publication of four newsletters over the course of the last year: May 2012, October 2012, February 2013 and July 2013. She also highlighted the new Adaptation Network website currently under development.

Katinka also reported back on two training workshops that were offered by the Adaptation Network for its member, both of which focused on "Practical Adaptation Processes for Vulnerable Groups." The first workshop, with 15 participants, took place at SANBI in Kirstenbosch, Cape Town (15 May 2013), and the second workshop, with 11 participants, took place at the SALGA premises in Pretoria on the 31 July 2013. She extended a big thanks to SANBI and SALGA for providing the venues for the workshops, and to the Drylands Fund, the SANBI NIE and to Drynet for carrying some of the costs of the workshops.

Lastly, Katinka gave the following overview of the Finance of the Adaptation Network:

Received to date:

SANBI NIE	R95 700 (50% of total)
Drylands Fund	R25 000
Total received	R120 700

Spending to date:

Communication SANBI	R61 442 (until 30 June 2013)
Dryland Fund	R19 589,40 (until 30 June 2013)
Total spending to date	R81 031,40

Vhalinavho from DEA noted that his department has great interest in communications and capacity development, and that he would like to explore how DEA and the Network can engage better on this. A number of the AGM participants highlighted the need to focus on capacity development, and the need to explore the opportunities for linking people and bringing together people with a variety of skills. Facebook and twitter were identified as possible new mediums for communication.

Bettina Koelle rounded off the report back from the secretariat with a big thanks to all the Adaptation Network partners.

Action:

- Set up and manage a facebook and or twitter account for the Network (Joseph)

8. Adoption of the Constitution of the Adaptation Network

Noel Oettle took the participants through the draft Adaptation Network Constitution, prepared by the Steering Committee with support from an attorney from the Legal Resources Centre. A number of minor amendments were proposed and agreed upon.

Sandile Ndawonde proposed the adoption of the Constitution as amended, Angelika Laub seconded the proposal. All those present were in favour of the adoption.

Action:

- Constitution to be circulated and put on the website (Katinka)

9. Appointment of the Secretariat

Katinka Waagsaether was thanked for excellent management of the Adaptation Network Secretariat in the past year.

It was proposed that Indigo development & change will continue as the Secretariat, and there were no further nominations. Bettina Koelle accepted the proposal, and confirmed that Indigo development & change is willing to house the secretariat for another year. It was **agreed** by all members present that Indigo will continue to serve as the Secretariat of the Adaptation Network until the next AGM.

10. Election of the Adaptation Network Steering Committee

As per the adoption of the constitution only representatives from organisational members can be elected on to the steering committee, while representatives from key partner institutions or organisations that are not full members, can be co-opted on to the committee.

The following individuals were elected on the Steering Committee:

- **Sandile Ndawonde, Green Network** (Nominated by Bettina, seconded by Noel)
- **Bettina Koelle, Indigo development & change** (Nominated by Noel, seconded by Sandile)
- **Joseph Daron, Climate Systems Analysis Group** (Nominated by Noel, seconded by Bettina)
- **Noel Oettle, Environmental Monitoring Group** (Nominated by Joseph, seconded by Bettina)
- **Lydia Mogano, Southern African Faith Communities' Environment Institute** (Nominated by Noel, seconded by Sandile)
- **Sarshen Scorgie, Conservation South Africa** (Nominated by Bettina, seconded by Noel)

The full SC was in favour of four co-opted members:

- **Penny Price, Western Cape Government**
- **Vhalinavho Patterson Khavhagali, Department of Environmental Affairs**
- **Mandy Barnett, South African National Biodiversity Institute**
- **Intelligent Chauke, South African Local Government Association**

11. Other matters

Due to time constraints it was agreed that discussion on the the two points that were added under point 11 other matters (11.1 Key events in the year ahead and 11.2 Joint Network programme), will be facilitated over email by the Network Secretariat.

Actions:

- Facilitate discussion on key events in the year ahead and on a joint Network programme (Secretariat)

12. Closure

Noel Oettle closed the meeting with a word of thanks to all the participants, and with thanks to SALGA for hosting the AGM of the Network and to the Drylands Fund for providing funding for the event.

Appendix A
Approved Constitution

CONSTITUTION

THE ADAPTATION NETWORK
(Voluntary Association)

1. DEFINITIONS

In these Articles, unless the context otherwise indicates -

"The Steering Committee" shall mean THE STEERING COMMITTEE OF THE ADAPTATION NETWORK

"The Adaptation Network" shall mean THE ADAPTATION NETWORK, Voluntary Association situated in the Republic of South Africa

"The Pledge" shall mean the COMMITMENT BY MEMBERS TO THE ADAPTATION NETWORK

"Members" shall mean the subscribers to the Constitution and such other persons as the General Meeting shall admit to membership in accordance with these Articles

"Constitution" shall mean the Constitution of THE ADAPTATION NETWORK

Words importing the masculine gender includes the female and neutral genders and vice versa.

Words in the singular include the plural and words in the plural include the singular and vice versa.

Article 1: Values, Principles and Objectives

Values of the Adaptation Network:

The following values have been endorsed by the members: Mutual respect, honesty, integrity, trust, commitment, caring and compassion, openness, justice, patience and understanding, diversity of belief systems, inclusivity, equality, uBuntu, solidity, creativity, love, civility, transformation to an integrated society and "fun is good!"

Principles of the Adaptation Network:

In order to promote the values of the Adaptation Network and to advance best practice in adaptation, the following principles will be advanced by the Adaptation Network: Transparency, diversity, accountability, active participation, inter-disciplinarity and exploring synergies, efficiency, inclusivity, sharing/partnerships, straight talk, listening, inspiration, democratic structure, flexibility, effectiveness, keeping harm at bay and support.

Objectives of the Adaptation Network:

- To promote knowledge sharing and partnerships amongst practitioners and institutions engaged in developing and applying the theory and practice of adaptation to climatic variability and change
- Be an open forum for sharing resources, knowledge and ideas and promoting the integration of different kinds of knowledge
- Provide a space to grow partnerships and support one another
- Be a recognised point of contact for consultation, lobbying and advocacy
- Enable members to advocate for improved delivery in climate adaptation at all levels (focus on finding common ground, not joint positions on all issues)
- Provide co-ordination to encourage alignment and connectivity
- Provide a platform for promoting collective positions
- Assist members to promote awareness through education, shared information and shared platforms
- Highlight what is already happening in terms of education and communication
- Be a central point for providing information
- Promote better planning and evaluation across the Network
- Promote activities that build the capacity of communities to innovate and adapt
- Paint a positive picture, and communicate a message of hope to communities that “we’re up for the climate challenge”
- Support national processes that support adaptation and the funding of adaptation activities

Article 2: Membership

Membership of the Adaptation Network is open to any organisation or individual who would like to join, and who endorses the Pledge by signing and submitting this to the Secretariat.

The Adaptation Network may require members to pay an annual subscription fee. The levy of such a fee and the annual amount will be decided by members at an AGM.

An organisation or individual may be stripped of membership of the Adaptation Network by a resolution carried at an AGM or a Special General Meeting.

There are three types of memberships, namely:

- Associate Membership: Individuals or organisations become an associate member by subscribing to the Adaptation Network electronic emailing list. The Network, through its Steering Committee, reserves the right to revoke the Associate Membership of any Associate Member who is found to be abusing their association with the Network, and will remove the address of such members from the electronic mailing list and reserves the right to communicate this decision more widely without prejudice.
- Individual Membership: Individuals formalise their membership by signing the Pledge and submitting it to the Secretariat of the Adaptation Network.
- Organisational Membership: Organisations formalise their membership by signing the Pledge and submitting it to the Secretariat of the Adaptation Network. The pledge can be signed on behalf of organisations/ institutions/ companies. Government Departments or large institutions, for whom it is not legally feasible to sign a pledge, may instead request the Adaptation Network to commit to a Memorandum of Understanding (MoU), subject to approval from the Adaptation Network Steering Committee. The Pledge or the MoU must be signed by a duly authorised officer of the organisation.

Article 3: Meetings of the Adaptation Network

Article 3.1: General Meetings

General Meetings of the membership of the Adaptation Network will be held at least once each year at a venue to be determined by the Steering Committee. One General Meeting each year shall serve as the Annual General Meeting (AGM) of the Network. The AGM will be convened by the Steering Committee, and chaired by a person appointed to the task by the Steering Committee. The AGM will be held not more than 6 months after the financial year-end date.

A Special General Meeting of the Adaptation Network may be held at any time and may be called by two or more members representing not less than 25% (twenty five per centum) in number of the members.

Notice of all General Meetings shall be given to all members at least four weeks prior to the advertised date of the meeting. Such notice shall be communicated electronically to all members by the Secretariat, and shall be posted on the Adaptation Network website.

General Meetings will be chaired by the Chair of the Steering Committee.

The AGM will receive and, if appropriate, approve:

- Minutes of the previous AGM;
- A report from the Steering Committee on its activities of the previous year, and perspectives on the opportunities for future Adaptation Network engagements and activities;
- A report from the Secretariat on its operations, and future plans for activities of the Adaptation Network for which it is responsible;
- A report from the Treasurer on the income and expenditure of the Adaptation Network for the prior financial year.

General Meetings for members must be minuted, and the minutes made available on the Adaptation Network website.

Voting at a General Meeting, including the AGM, will be by a show of hand, unless decided otherwise by the Chair, in which case it will be by secret ballot.

Duly registered members unable to attend a General Meeting may elect a proxy to vote in their stead. Such a proxy should be given in writing and signed.

A decision-making quorum at any General Meeting will consist of at least 25% (twenty five per centum) of duly registered members.

Article 3.2: Adaptation Network Steering Committee

The Steering Committee is elected annually at the AGM to provide guidance to the Secretariat. At the AGM between 5 and 10 individuals representing member organisations will be elected by the membership. Each member organisation/ institution/ company present at the meeting has one vote.

Immediately after the AGM, the newly elected Steering Committee members shall meet and appoint or elect from amongst themselves, one person to act as Chair of the Steering Committee and one person to act as Treasurer of the Adaptation Network. Should either of these individuals resign from these offices or from the Steering Committee in the course of their term, the remaining Steering Committee members will, without undue delay, elect a replacement from amongst themselves.

Only full members of the Adaptation Network may be elected on to the Steering Committee. No member organisation/institution/company shall have more than one representative on the Steering Committee, although other members of the organisation may be invited to attend meetings of the Steering Committee in order to provide logistical support or report to the Steering Committee.

If a Steering Committee member, representing an organisation/institution/company, leaves his or her role in the organisation/institution/company the seat in the steering committee will be left vacant until the next election.

However, should the number of Steering Committee members drop below 5 in the course of their term, the remaining Steering Committee members will co-opt able and willing members of the Adaptation Network to serve on the Steering Committee until the next AGM.

Meetings of the Steering Committee will be chaired by the Chair of the Steering Committee, elected or appointed as per Art 3.1.

Decisions will be made by consensus, but where this is not possible, the Chair of the Steering Committee will call for a vote. Where required, the Chair of the Steering Committee may exercise a casting vote.

The Adaptation Network is guided by its Steering Committee. The Secretariat shall co-ordinate the meetings of the Steering Committee, and provide logistical and administrative support to Steering Committee meetings.

Steering Committee meetings shall, in most instances, take place by teleconference or video conferencing. Steering Committee meetings must be minuted, and the minutes must be circulated to steering committee members and made available to members on request.

A decision-making quorum of the Steering Committee shall be 4.

Article 4: Co-ordination and Administration

Article 4.1: The Adaptation Network Secretariat

The role of the Secretariat is to:

- Organise network activities (management meetings, workshops, training events);
- Manage the Adaptation Network website;
- Facilitate group discussions and information sharing;
- Co-ordinate the fundraising efforts of the Adaptation Network;
- Co-ordinate member input to and provide feedback on national processes such as the National Climate Change Committee, national climate change policy development, the international climate change negotiations and other relevant processes.

The tasks of the Secretariat are organised through an Adaptation Network Co-ordinator. The Co-ordinator will be a person appointed by, or employed by and based within the Host Organisation as contemplated in Art 4.2.

Article 4.2: Hosting the Adaptation Network Secretariat

The Adaptation Network Secretariat will be hosted by a member organisation appointed by the Annual General Meeting, known as the Host Organisation. Following the appointment by the AGM, a Hosting Agreement will be drawn up by the Steering Committee and signed on behalf of both the Secretariat and the Steering Committee within one month of the appointment.

The Host Organisation is responsible for covering the costs of administration of the Network's affairs, including communications, financial administration, accommodation and the professional time of the Co-ordinator, as well as the costs of Network events.

Notwithstanding the above, the Adaptation Network may cover certain costs of Network activities directly.

With prior approval of the Steering Committee and Treasurer, the Host Organisation may recover certain agreed expenses from the Adaptation Network. However, the Adaptation Network will not be liable for any debts or obligations of the Host Organisation, incurred in the course of its role as Host Organisation.

The Host Organisation, together with the Steering Committee is expected to lead fundraising for Network related costs, but members shall be obliged to support the fund raising processes of the Network as appropriate.

Should the Host Organisation wish to discontinue its role, it may, without prejudice, give the Steering Committee 2 calendar month's notice of its intention. The Adaptation Network will not be liable for any outstanding debts or contractual obligations of the Host Organisation.

Article 4.3: Representation

The Adaptation Network shall be represented on committees and at events related to achieving the Objectives of the Network by duly nominated members of the Network. Adaptation Network representatives are obliged to report to the Steering Committee and the Network.

Article 5: Finance and Resources

Finances made available to the Adaptation Network for its activities will be managed by the Secretariat, which shall be accountable to the membership for the use of financial and other resources provided for Network activities, and shall be legally responsible to the relevant donors and tax authorities for accounting for these financial resources.

All funds received by the Adaptation Network or by the Host Organisation in the name of the Adaptation Network will be deposited and held in a bank account, and accounted for according to accepted accounting practice.

All income and expenditure incurred by the Adaptation Network or by the Host Organisation in the name of the Adaptation Network will be properly accounted for and reported. Any assets purchased by the Adaptation Network or by the Host Organisation in the name of the Adaptation Network shall remain the property of the Adaptation Network. In the case of the Secretariat relocating to a new Host Organisation or to a new physical venue, the Adaptation Network will be responsible for the costs incurred in disposing of, or relocating these assets. In the event of the Adaptation Network not removing its assets within 60 days, the Host Organisation may claim them.

Article 6: Amendments to the constitution

Proposed constitutional amendments or changes must be presented to the Adaptation Network Steering Committee in writing. The Steering Committee must circulate such proposals, which may include their own commentary or counter-proposals, to all members by email a minimum of two weeks before the next AGM or Special General Meeting. Proposed amendments shall be voted on at the next AGM or Special General Meeting of the Network, with approval by two-thirds of the voting members present necessary to pass a proposed amendment.

Article 7: Dissolution of the Adaptation Network

The Adaptation Network may be dissolved by a $\frac{3}{4}$ (75%) majority of members voting in favour of dissolution in a duly constituted General Meeting, on condition that the intention to propose a motion to dissolve the Association is circulated to all members with the notice of meeting, at least 4 weeks before the date of the General Meeting. In the case of dissolution, any assets of the Adaptation Network shall be donated to any not-for-profit association with similar values and purpose to the Adaptation Network.