



# GOVERNANCE FRAMEWORK OF INDIA COOLING COALITION

Supported by Shakti Sustainable Energy Foundation  
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# About Governance Framework of India Cooling Coalition

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India Cooling Coalition is a multi-stakeholder group led by representation from non-profits, academic and research institutions, and industry associations who are engaged extensively in sustainable cooling research and application. The ‘Governance Framework’ of India Cooling Coalition clearly defines the roles and responsibilities of the Funding Agency, Secretariat, and the Members; operating modalities, monitoring, and evaluation of the activities, etc.

Keeping in view that India Cooling Coalition will be working to support the implementation of ICAP (which provides a 20-year perspective for achieving cooling demand reduction), the operating and guiding principles of the Coalition will be amended, as when required.

By adopting this ‘Governance Framework’, it is understood that the Funding Agency, Secretariat, and the Members of India Cooling Coalition hereby agree to the provisions made in the document for undertaking the work under India Cooling Coalition. Any amendments made in this ‘Governance Document’ of India Cooling Coalition can only be adopted post consensus of all the members of the Coalition.



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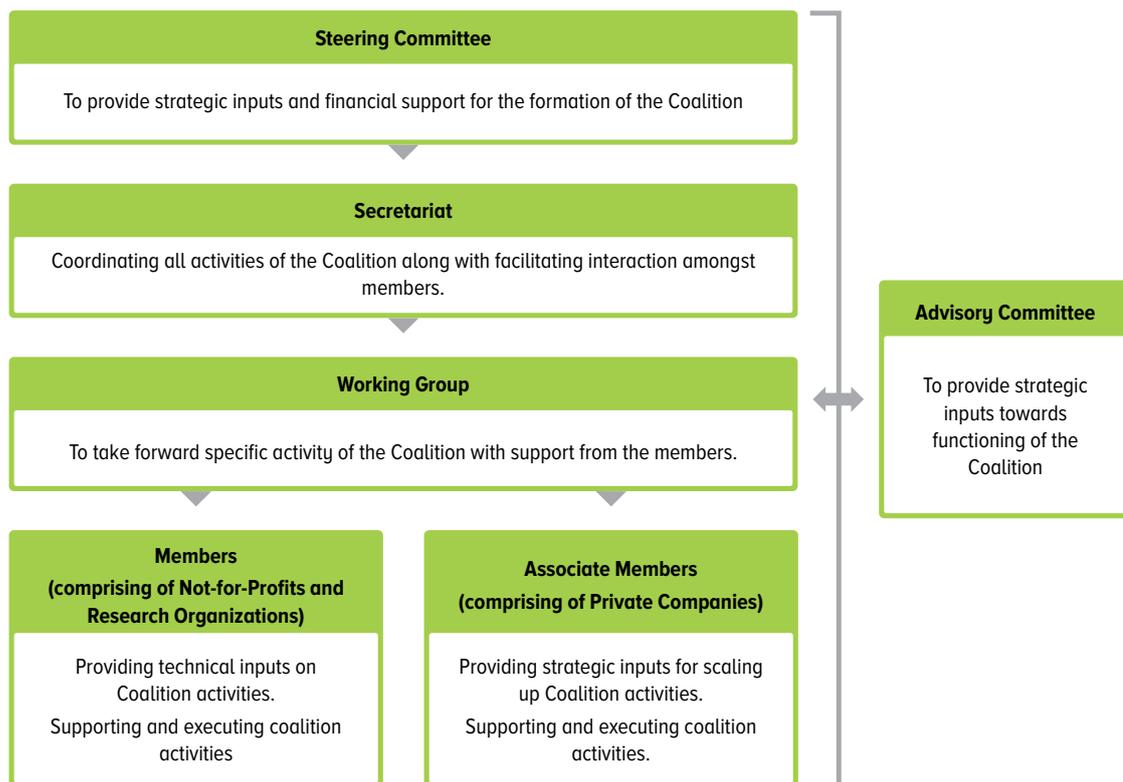
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# 1. Governance Structure of India Cooling Coalition

Every organization that is associated with India Cooling Coalition shall appoint a Nodal person who will be the prime representative and point of contact of the organization in the Coalition. The Nodal person will be expected to work closely with the Secretariat.





## 2. Steering Committee

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### Structure

- The Steering Committee will be convened by the Secretariat involving representatives from philanthropic foundations, multi-laterals or bi-laterals having dedicated sustainable cooling programs, retired government officials, retired corporate officials, or sectoral experts along with Working Group Leads of India Cooling Coalition.
- The tenure of the Chair of the Steering Committee will be for one (1) year and post that voting will be carried out to designate the new Chair. The necessary support for the handover of activities will be provided by the erstwhile Chair to prevent the hampering of Coalition's functioning.
- The officials of the Secretariat organization cannot be nominated for/hold the Chair position.

### Roles and Responsibilities

- Assisting in the oversight and management of coalition operations, including coalition meetings and communication; engagement with stakeholders; fiscal decision-making; strategic plan development, implementation, and evaluation.
- Working closely to keep the coalition on track to meet the goals and objectives of the Coalition.
- Providing strategic inputs for designing activities to be executed under Cooling Coalition.
- Promote collaboration, communication, shared decision making, and conflict resolution.
- Support securing funding opportunities, when possible.
- Develop and propose mid- and long-term plans for the Coalition's consideration, and review plans and progress annually.
- Engage with policymakers and other stakeholders to endorse Cooling Coalition as the prime consortium for promoting sustainable cooling.
- Review the progress made by the Working Groups and suggest a roadmap for future activities of the Working group.



## 3. Advisory Committee

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To encourage the participation of line Ministries and Government agencies who are engaged in the implementation of India Cooling Action Plan, a special emphasis has been given to increase government buy-ins and developing Coalition activities in lines with their initiatives. This will enhance the synergies of activities of the Coalition as well as member organizations.

### Structure

The Advisory Committee will be comprised of representatives from the following Ministries and Government Agencies:

- Ministry of Agriculture and Farmers' Welfare
- Ministry of Housing and Urban Affairs
- Ministry of Power
- Ministry of Road Transport and Highways
- Ministry of Skill Development and Entrepreneurship
- Department of Industrial Policy and Promotion (DIPP)
- Department of Science and Technology
- Bureau of Energy Efficiency (BEE)
- Council for Scientific and Industrial Research (CSIR)
- Energy Efficiency Services Limited (EESL)
- Electronic Sector Skill Council of India (ESSCI)
- National Centre for Cold-chain Development (NCCD)

### Key Expectations

- Participate in key meetings and events of the Coalition
- Adopt pathways for suggestions and case studies shared by Coalition members for mass replication.
- Endorsing contribution of India Cooling Coalition towards India's roadmap for fulfilling various national and international commitments.
- Guiding the Coalition for shaping up its activities and functioning of the Coalition in lines with Government initiatives.

## Approach to be Adopted for Establishing and Engaging with Advisory Committee (Government Officials)

The Coalition intends to actively engage with the relevant Government Ministries to underline and communicate Coalition's contribution in facilitating and supplementing implementation of various national and international commitment. Since this is very crucial from the Coalition's credibility perspective, a proper engagement strategy has been defined in the Governance document.

- The concerned Ministries and Government agencies will be approached through one-on-one meetings to brief them about Coalition's strategic plans and activities. The members of the Coalition will be part of these one-on-one meetings. The objective of these meetings is to seek Government of India's endorsement to India Cooling Coalition. The following strategic imperatives will be covered during the meetings with the Ministries and senior Government officials:
  - ♦ **Understand the perspectives and priorities of Government representatives:** The Coalition members shall work to continuously identify top priorities of the respective ministries along with their role in fulfilling a national or an international commitment.
  - ♦ **Aligning with Ministerial action plans:** The Coalition may facilitate the concerned Ministry by developing action plans which could support in the timely achievement of the goals.
  - ♦ **Co-create solutions for eradicating bottlenecks:** The Coalition through its domain expertise will share knowledge towards scaling up innovations for sustainability.
  - ♦ **Catalysing potential of social influence:** The Coalition will facilitate in assessing and developing outreach framework for highlighting various tangible and intangible benefits of Government policies.
- The members of the Advisory Committee might not be invited to the daily activities of India Cooling Coalition; however, they will be part of the events, workshops, knowledge dissemination forums organized by the Coalition.
- The Advisory Committee will be periodically invited to the core meetings of the Coalition so to brief them up on the Coalition activities and take expert inputs. The Coalition members will also have the opportunity to suggest Advisory Committee members with recommendations for accelerating policy interventions.



## 4. Secretariat

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During the earlier phases as well as the ongoing phase of India Cooling Coalition, Alliance for an Energy-Efficient Economy (AEEE) will be the Secretariat. However, the organization running the Secretariat of India Cooling Coalition will be selected for one year by the members of the coalition. The necessary support for the handover of activities will be provided by the erstwhile Secretariat to enable the smooth functioning of India Cooling Coalition.

### Roles and Responsibilities

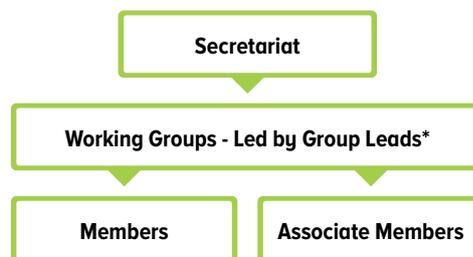
- Providing and managing necessary financial and administrative arrangements of members during Coalition forums (in-person meetings, calls, workshops, webinars, and other events)
- Disseminating factually accurate information to members of the Coalition to keep them updated on activities and developments under India Cooling Coalition's charter
- Promote collaboration, communication, shared decision making, and conflict resolution by developing communication framework with support from all the members.
- Facilitate the organization of coalition events
- Assist in assessing training/technical needs of the coalition, and in organizing training opportunities
- Recording minutes of coalition meetings, tracking feedback of the members, and ensure timely distribution.
- Document coalition activities and progress toward outcomes in reports to Funders, coalition members, and public (wherever appropriate- post consensus of all member of the Coalition)



## 5. Working Groups

At present, there are no working groups in the Coalition. However, there exists a provision for the creation of working groups, as and when needed. The Working Group will be created post consensus of all members to take forward specific activity wherein interested members will coordinate and will be led by a specific organization that will act as a Group Lead. All proposed Working Groups must meet the following criteria:

- Working Groups' primary focus must be towards supporting the implementation of the India Cooling Action plan.
- Working Groups must clearly define their activities with measurable outcomes and time-frame.
- Scope of activities of the one Working group must not duplicate or undermine the efforts of other Working Groups



*\*Activity specific working groups will be created.*

### Structure

- The selection of organizations that will serve as Group Leads for a particular Working Group will be made by the members of that respective working group.
- The organization serving as the Secretariat of the Coalition cannot take the role of Group Lead.
- These working groups will report their activities to the Secretariat. It is the responsibility of the Working Group Leads to work closely with Secretariat towards budgeting of the activities. The Secretariat will manage the funding of the Working Group activities.
- Working Groups can decide the frequency of their meetings, but must meet a minimum of once in two months.
- Participation in Working Groups shall be open to all Members and Associate Members of the Coalition.

- The organizations participating in a particular Working Group will be designated as Working Group Members of that group; however, their parent identity of being a Member or an Associate Member of India Cooling Coalition will remain the same to Coalition’s fundamental structuring.

## Roles and Responsibilities

### Working Group Leads

- Designing action plans covering key activities wherein the respective groups will be working.
- Reporting progress made under the respective working group during the Steering Committee meeting.
- Formulating Quarterly progress reports of the working group and submitting it to the Secretariat.

### Working Group Members

- Attend Working Group meetings as in when decided.
- Be involved in carrying out activities decided by the Working Group.
- Help in publicizing Working Group activities on social media and through other electronic communication, post-approval from all the members of the Coalition.
- Alert Working Group Leads and the Secretariat if no longer interested in participating in the Working Group.





## 6. Members and Associate Members

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The basic principle of the Coalition is to not undermine or prohibit members to take up work at their individual levels and provides flexibility to bring their individual works at the Coalition for synergies and value addition.

### Criteria for Becoming a Member of India Cooling Coalition

- Not-for-profit organizations, think-tanks, academia, and research organizations having sound credentials in cooling or related areas where cooling will have a major role or strong interest in cooling will be treated as “Members”.
- Selected private sector players or companies that have a strong track record of working and contributing to cooling/refrigeration for enhanced public/general understanding can be invited to participate as “Associate Members”.
- Any organization that is willing to join India Cooling Coalition depending upon the aforementioned criteria may accordingly approach the Secretariat to become Member/ Associate Member of the Coalition.
- The organization will become a Member or an Associate Member only after the consensus of existing members of India Cooling Coalition.
- Members who are willing to join the Coalition will need to provide a Letter of Consent to the Secretariat of India Cooling Coalition as per format enclosed at Annex – I, for expressing their willingness to join as a member of India Cooling Coalition and need to designate a nodal point of contact within their organization who will be steering the coalition activities.

### Roles and Responsibilities

#### Members (Comprising of Not-for-Profits and Research Organizations)

- Providing strategic inputs for formulating vision, mission, activity planning, and goal setting priorities.
- Taking leadership towards the undertaking, attending, and participating in coalition activities (workshops, webinars, publications, others).

- Represent and connect the coalition to the larger community.
- Help in the identification of prospective members for the Coalition-backed up with a proper justification for their inclusion into the Coalition.
- Willingness to present webinars on topics related to cooling and refrigeration” for other members of the coalition or a wider audience, should the ICC choose to expand the audience.

**Associate Members (comprising of Private Organizations having a strong track record of working and contributing to cooling/refrigeration)**

- Presenting case studies and bringing in public and business perspective of the policies.
- Conduct, attend and participate in coalition activities (workshops, webinars, publications, others).
- Represent and connect the coalition to the larger community.
- Help in the identification of prospective members for the Coalition-backed up with a proper justification for their inclusion into the Coalition.





## 7. Developing Collaboration with External Entities (Organizations as well as Coalitions)

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India Cooling Coalition acknowledges that there are many other organizations as well as coalitions who are working in the cooling domain which are referred herein as “External Entities”. India Cooling Coalition shall work to ensure high relevance and uniqueness of the work that is carried out under the Coalition. While avoiding any duplicity in work, the Coalition will also remain open to collaboration with other organizations or consortiums/groups/coalitions which are or will be working in a similar domain of facilitating ICAP implementation. The Coalition may do so by developing common action plans and jointly organising knowledge exchange forums for promoting sustainable cooling activities in India.

### **Approach to be Adopted for Establishing Communication and Engaging with External Entities (Organizations as well as Coalitions)**

- The Secretariat will work in collaboration with the members of the Coalition to carry out the exercise of gathering information about these entities through data available in the public domain and sharing with the members of the Coalition.
- To develop synergies with external entities, interactions may be initiated by the Secretariat by face-to-face meetings, virtual meetings or communication through a letter.
- The inception communication may be utilized as an opportunity to brief each other about the coalition’s vision and activities and how it is contributing to a larger goal. By doing so, it will facilitate in identifying duplicities (if any).
- The Secretariat can then work closely with these external entities to develop a common action plan covering the areas wherein India Cooling Coalition and the external entities will be working in. This action plan will be shared with all other members of the Coalition.
- India Cooling Coalition apart from this engagement will be inviting external organizations and coalitions during its events to disseminate domain knowledge and their work done.



## 8. Coalition Meeting and Decision-Making Process

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### Meetings of India Cooling Coalition

- The Steering Committee shall meet at least quarterly. Working Groups shall meet at least once every other month.
- Meetings of the Steering Committee, as well as the Working Groups, shall be called by the Secretariat.
- Any Member/Associate Member/Working Group who likes to bring to have a specific discussion during the upcoming coalition's meeting; must inform the Secretariat at least a week before to the meeting to ensure its incorporation in the meeting's agenda.
- Unless otherwise agreed, a notice of each meeting confirming the venue, date and time, together with an agenda of items to be discussed, shall be forwarded to each member and any other person required to attend, no later than two (2) weeks before the date of the meeting. Supporting documents or ready reckoners will be sent to members and other attendees as appropriate, at the same time.
- Working Groups Leads shall share the date, time, and location of upcoming meetings with the Secretariat to ensure that meetings can be announced to the full Coalition.
- The Secretariat shall minute the proceedings and resolutions of all meetings, including the names of those present, absent, and in attendance. The minutes shall be circulated within 1 week of the meeting on the Coalition's Google Group and members are expected to adhere to the timelines for responding to the expected action items.
- The Chair shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- Minutes of committee meetings shall be circulated in draft form promptly to all members and, once agreed and signed by the chairperson, to all members unless a conflict of interest exists.

### Decision-Making Process

- All the decisions made by India Cooling Coalition and the Working groups (if any) will be adopted post voting carried out within the members.
- The administration of funds for Coalition activities will be managed by the Secretariat and must be approved by the Steering Committee.

## 9. Monitoring and Evaluation

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Periodic monitoring of the activities is required to assess the impact of India Cooling Coalition and ensuring that the goals of the Coalition are effectively met. The progress of the Coalition will be assessed and quantified based on the activities defined for each Working Group. Based on the impacts, the Coalition members would be in a position to strategize action plans for future discourse.

- The Secretariat will have the prime responsibility to monitor activities and its impacts of the Coalition and bring them into the notice of the Steering Committee members quarterly.
- At the end of Grant term, a comprehensive review report must be prepared by the Secretariat which should be submitted within 30 days of completion of the grant term.
- For undertaking the review exercise, the Secretariat may take support from the members and external agency, if required.
- The Secretariat and the members of India Cooling Coalition shall need to inform all the other members of the Coalition before publishing papers, peer reviews, and press releases about the Coalition activities including finalizing promotional materials, such as brochures and posters which has the reference of the Coalition or its activities.
- The respective member of the Secretariat should send content to all the members via Google Groups and should allow at least one week for a response. Without obtaining consent, no member or the Secretariat is allowed to use Coalition's reference on any document.





## 10. Code of Conduct

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This Code of Conduct (the “Code”) is a voluntary agreement, chartered through a set of guiding principles to govern the conduct of the members of India Cooling Coalition to decide, rule, or recommend responsibly. India Cooling Coalition expects its members to value the fundamental guidelines noted in this Code. By serving as a member of the Coalition, members assume responsibility for leadership, thoughtful judgment, and advancement of the implementation of ICAP. Maintaining the standard outlined in this Code is critical to the credibility and function of India Cooling Coalition. Accordingly, all members of The Coalition shall comply with this Code of Conduct at all times. The principles set forth herein are designed to govern all matters, events, or situations possible. A waiver of the conflict of interest section of the Code for any member of the Coalition may be granted only by the Secretariat of India Cooling Coalition.

### Expectations

India Cooling Coalition expects members to facilitate the implementation of ICAP and support the coalition work by leveraging its resources to inform, educate, and prepare the stakeholders about ICAP.

### Principle of Care

- The tenure of the Chair of Steering Committee and Secretariat position will be for 1 year and post that voting will be carried out to designate the new one. The necessary support for the handover of activities will be provided by the erstwhile to ensure a smooth transition.
- Fair Dealing. All members of the Coalition should endeavour to deal fairly with carrying out the coalition activities. No member of the Coalition shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.
- Confidential Information. Members of India Cooling Coalition shall protect all internal and strategic information of the Coalition. All this information may be strictly confidential and any unauthorized use or disclosure of this information is prohibited.
  - ◆ Each member of the Coalition shall refrain from disclosing any Confidential Information acquired in connection with his or her role as a member of India Cooling Coalition.

- While serving, a member shall take all steps reasonably necessary to protect such Confidential Information and to prevent the Confidential Information from falling into the public domain or the possession of unauthorized persons.
- Exceptions: Confidential Information does not include information that: (i) is or becomes available from public sources through no wrongful act of the member of India Cooling Coalition; (ii) is already in the possession of the member of India Cooling Coalition before the commencement date of his/her service on the Coalition without an obligation of confidentiality, except for information disclosed during discussions related to his/her nomination or appointment; (iii) is disclosed to the member of Cooling Coalition by a third party with no obligation of confidentiality, or (v) is required to be disclosed according to any court or regulatory order served on the member of India Cooling Coalition.

## Conflict of Interest

The work of Coalition mustn't be compromised by any actual conflict of interest on w.r.t work undertaken by and with any member of India Cooling Coalition. For this purpose, the term "Conflict of Interest" means any financial or professional interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization.

- The existence of an actual conflict of Interest ordinarily disqualifies an individual from making motions, voting, executing agreements, providing advice or feedback, or taking any other similar direct action of India Cooling Coalition on matters which directly or predominantly involve the matter of conflict unless waived by the Secretariat.
- A member of India Cooling Coalition with an actual Conflict of Interest must declare the conflict and abstain from undertaking action on the matter of conflict.





## Annex – I Letter of Consent to Become Member of India Cooling Coalition



<ON THE LETTERHEAD OF THE ORGANIZATION>

To,

Secretariat – India Cooling Coalition

<*Name of the Organization*> has consented to become a member of India Cooling Coalition. Our organization agrees with the vision, mission, goals, activities as mentioned in the Charter along with the operating procedures as stated in the Governance Document. To facilitate our active participation, <*Name of the Organization*>:

- is appointing <*Name of the Official*> as the nodal person from our organization to attend coalition meetings and participate in its activities.
- will keep the Coalition informed about <*Name of Organization*>'s initiatives towards facilitating the implementation of India Cooling Action Plan.
- Will keep abreast of coalition activities by reviewing minutes, reports, communications, and by providing feedback and comments.

