

Global Shield Solutions Platform

Rules of Procedure for the Country Steering Committee

VERSION 2.0, FEBRUARY 2026

Versioning

Version	Authors	Amendments	Date
0.1	Annette Detken / Karsten Löffler	Creation of the GSSP Rules of Procedure for the Country Steering Committee	May 2023
1.0	Annette Detken / Karsten Löffler	Adopted by the GSSP Strategic Committee	31 May 2023
1.1	Annette Detken / Karsten Löffler	Update Terminology of GS Personal Mandate Inclusion of optional reimbursement for TSC members Editorial adjustments	Sep 2023
2.0	Annette Detken Karsten Löffler	Update to reflect sunset clause Addition of proxy form Editorial changes	February 2026

Definitions

Administrative Support Function	The Administrative Support Function to the GSSP Country Steering Committee. It is hosted by Frankfurt School of Finance & Management (FS)
Administrative Supporter (AS)	The individual who is assigned as the Administrative Support to the GSSP Country Steering Committee
Advisers	Individuals who can be requested to assist Members
Aide	An individual who is supporting the Administrative Supporter
CDRFI	Climate and Disaster Risk Finance and Insurance
Circular Resolutions	Resolutions that will be made in writing by circular procedures outside of meetings
Concept Note(s)	Proposal outlines received by the GSSP as a result of a call for proposals
Country Focal Point	Contact person for GSSP nominated by the country
Country Steering Committee (CSC)	Technical Committee that governs technical and operational issues for respective country programmes
Draft Resolutions	Resolutions that are tabled for decision making
Full Proposal	Proposals received by the GSSP from shortlisted partners
Global Shield against Climate Risks (GS)	The overarching initiative that aims to provide and facilitate more and better pre-arranged protection against climate and disaster related risks for vulnerable people and countries
Global Shield Solutions Platform (GSSP)	Financing vehicle under the Global Shield
Guests	Participants in a meeting who are invited specifically for the purpose of making a technical contribution
Members	Institutions that are Members of the GSSP CSC
Observers	Participants in a meeting who are permanently invited to follow the GSSP Country Steering Committee Meetings

Quorum	The minimum attendance required to make decisions
Representatives	Individuals nominated by Member institutions to represent their institution on the GSSP Country Steering Committee
Resolutions	Decisions that the GSSP Country Steering Committee takes
Strategic Committee (SC)	Committee that oversees the GSSP and the GS Secretariat

1. Members and Secretariat

Members to the Country Steering Committee (CSC) are the institutions listed in Annex 1.

Each Member shall designate up to two Representatives. If a Member designates only one Representative, one alternate Representative should be designated.

Representatives can be assisted during the meetings by Advisers, whose names and functions are to be communicated to the Secretariat ahead of meetings.

The Administrative Support Function for the CSC is assigned to Frankfurt School of Finance & Management (FS). FS appoints a Representative to serve as Administrative Support (AS) of the CSC. The AS may assign an Aide to assist in and support the performance of the AS' duties. The support is limited to the taking of minutes, organisational, and administrative assistance.

2. Quorum, Resolutions, Voting Procedures

All CSC Members must be represented at a meeting to constitute a Quorum. The existence of a Quorum will be verified by the AS at the beginning of the meeting and at the time of the adoption of any Resolution.

Each Member has one vote, independently of the number of Representatives assigned. Members may transfer their voting right to another Member by granting a proxy. The proxy form must be submitted to the AS in advance of any Resolution (cf. Annex 2).

Members may abstain from voting on Resolutions. In this case, the abstention is noted in the meeting minutes.

Decisions may also be made by Circular Resolution. In this case, Members shall cast their vote in writing by the date set by the AS. The voting period shall be a minimum of five (5) and a maximum of fifteen (15) working days. Non-participation in the vote shall be counted as abstention.

Decisions should be made by consensus. Consensus does not require unanimity. A Member of the CSC who wishes to express a dissenting view without blocking a decision may abstain from voting and raise an objection which shall be recorded in the minutes of the meeting or, in the case of a Circular Resolution, by a written statement.

If no consensus is reached, the proposed Resolution shall be adjourned or withdrawn. In the event of a Resolution being adjourned and resubmitted taking into account the reasons for earlier objection, a consensus shall be reached within fifteen (15) working days. If again no consensus is reached the proposed Resolution will be submitted to the GSSP SC to decide.

3. Meetings, agenda, observers, and guests

The CSC shall hold meetings as is required in the process of incorporating climate and disaster risk finance and insurance solutions at the respective country level, depending on

needs and requests by Members, but at least one annual meeting. If some or all Members are unable to attend in person, the AS will provide options to join meetings by telephone or video conference.

Meetings of the CSC shall be convened by the AS. Additional meetings may be set up by the AS with fifteen (15) working days' notice.

A draft agenda and draft resolutions (incl. supporting documents) will be circulated by the AS ten (10) working days in advance. Additions to the agenda are possible up to five (5) working days before a meeting. Unless one Member objects, the CSC is free to put additional topics on the agenda at a Meeting.

The CSC can decide to invite Observers and Guests to attend CSC meetings in whole or in part. At short notice, Members can request additional Observers and Guests, subject to non-objection by other Members within two (2) working days. A signed Non-Disclosure Agreement made available to the AS one day before an SC meeting is a prerequisite for the additional Observers and Guests to attend the CSC meeting.

Members of the GSSP Strategic Committee (SC) may participate as Observers at their own wish.

The Head and the Co-Head of the GSSP management are standing Guests to the CSC unless CSC members vote with simple majority to conduct the meeting or parts of it in the absence of the Head and /or the Co-Head of the GSSP management. Further GSSP management team members can participate as required.

The participation of Observers and Guests, with the exception of the GSSP SC members and the Head and the Co-Head of the GSSP management, shall be limited to those agenda items that do not relate to:

- a. engagements of the CSC with commercial and personal data or information shared by public or private entities with the GSSP management prior to the submission of Concept Notes and Full Proposals;
- b. engagements of the CSC with commercial and personal data or information shared by public or private entities with the GSSP management prior to the submission of binding quotations, bids or offers for delivery of goods and / or the performance of services.

The AS or its designated Aide shall draw up minutes of every meeting. It will send the minutes to all CSC members for comments no later than fifteen (15) working days after the respective meeting. Silence shall be deemed as consent if CSC members have not submitted feedback to the AS within fifteen (15) working days after distribution of the draft minutes.

4. Competencies and Responsibilities of the Country Steering Committee

The committee shall decide on the technical and operational details of country support;

i.(GSSP Component 1: Research & Education)

provide no-objection to grants above a volume of EUR 216,000;

ii.(GSSP Component 2: Concept and Solutions Development, and Component 3: Implementation support)

Proposals for CDRFI support under Component 2 and 3 may be selected either by way of direct commissioning, limited competitive bidding, open tendering, or call for proposals

The CSC shall

- In case of direct commissioning, limited competitive bidding, and open tendering, give its approval based on GSSP management's recommendation;
- In case of calls for proposals
 - give its no-objection to Concept Notes¹ after being shortlisted based on the assessment and recommendation by the GSSP Management.
 - give its approval to Full Proposals submitted by partners that were invited to do so after their respective Concept Notes had been granted no-objection from the GSSP SC. Silence shall be deemed as no-objection of the respective Full Proposal(s) if Members do not submit feedback to the GSSP management within fifteen (15) working days after having received the documents, counting from the day the documents were received.

In case of Circular Resolutions, silence shall be deemed as approval or no-objection if Members do not submit feedback to the GSSP management within fifteen (15) working days after having received the documents, counting from the day the documents were received;

iii.The CSC works under the following timelines

- Approval of the GSSP country support package and submission of the mandate letter to GSSP no later than two (2) months after receipt of the proposal for the support package from GSSP;²
- Approval of the individual elements of the GSSP support package no later than two (2) months after the Country Focal Point has received the GSSP draft Terms of Reference;³
- Signing of contracts for the respective GSSP support package element(s) by the country no later than two (2) months after receipt of the draft contract;⁴
- The implementation of each GSSP support package element must be finalised no later than four (4) years after the respective contract is signed.

¹ Concept Notes that were filed with the GSSP management as a result of a call for proposals.

² The two (2) month period referred to in paragraph 4 iii. litera (a)–(c) refers to the expectations for interaction with the respective country. These include actively reviewing the relevant proposal, Terms of Reference and/or the draft contract documents, providing substantial feedback on them and participating in negotiations on them. If such review or negotiations actively take place within the period, the relevant deadline may be extended by the duration of this documented participation.

³ Same as above.

⁴ Same as above.

5. Confidentiality

CSC meetings are confidential. CSC members, advisors, Observers, and Guests are obliged to treat information relating to matters dealt with by the CSC as confidential, unless the CSC agrees otherwise. This includes CSC meeting minutes, agendas, reports to the CSC and associated documents and information contained in those documents.

The obligation to maintain confidentiality continues to apply after a member has left the CSC for a duration of one year. This provision does not prevent CSC members from seeking confidential legal, accounting, financial or other professional advice from independent experts to assist the CSC in the performance of its duties or to provide information that is already in the public domain or required to be disclosed to meet legal obligations.

Prior to their first participation in a CSC meeting, participants are obliged to sign a confidentiality declaration.

6. Conflicts of Interest

All CSC members are required to report to the CSC any actual or potential conflicts of interest and must report promptly any conflicts of interest that have not been previously disclosed.

CSC members are obliged to disclose to the CSC the name of each business or non-profit organisation in which he / she, his / her spouse, or any close family member is a beneficiary who has or who can reasonably be expected to have a material interest in any proposed or existing contract, transaction, or arrangement with the GSSP as soon as the fact becomes relevant.

For proposals involving a conflict of interest of any CSC Member, the approval shall be given by the GSSP SC.

7. Reimbursement

CSC Members and Observers may be eligible for reimbursement of incurred costs according to the GSSP Reimbursement Policy.

8. Revisions of and amendments to the Rules of Procedure

Revisions of and amendments to these Rules of Procedure may be proposed by any member of the CSC. They are to be submitted to the Strategic Committee for deliberation and final decision, which should be made only by consensus.

9. Entry into force

These Rules of Procedure shall enter into force on 1 January 2026.

Annex 1 – List of members

Members are the representatives nominated formally by:

- the respective GSSP partner country
- Frankfurt School of Finance & Management gGmbH

Annex 2 – Proxy Voting Authorisation Form

Global Shield Solutions Platform (GSSP) / Country Steering Committee

1. Details of Voting-member Granting Proxy

Country Steering Committee Member	
Name of representative	
Position / Title	
E-Mail	

2. Details of Proxyholder

Country Steering Committee Member	
Name of designated proxyholder	
Position / Title	
E-Mail	

3. Scope and Validity of Proxy

By signing this form, the undersigned hereby authorises the above-designated proxyholder to vote on behalf of their institution in the meeting(s) of the Country Steering Committee of the Global Shield Solutions Platform, including but not limited to decisions made by Circular Resolution.

This proxy is valid for (please tick applicable box):

A specific meeting scheduled for:

All Country Steering Committee resolutions and votes from to

Circular Resolution dated:

4. Declaration and Signature

I hereby declare that I am an authorised representative of the Voting-member institution listed above and that I have the authority to grant this proxy in accordance with the GSSP CSC Rules of Procedure. I acknowledge that the proxyholder will exercise voting rights on behalf of my institution as if they were my own.

Signature of Authorising Representative:

Name (printed)

Date

Signature

► Submission Instructions:

This completed form must be submitted to the Administrative Support Function in advance of any vote or Resolution for which the proxy is to be valid.