

Climate Forum Facilitation & Support Group

Draft Terms of Reference

Background

The Edinburgh Communities Climate Action Forum is a place for community groups and voluntary organisations to discuss the climate and nature emergency and the transformation that needs to happen in Edinburgh - and how communities can play a part in delivering that change.

This is a platform for community groups, voluntary and third sector organisations to come together and discuss the climate and nature emergency, decide shared community-led actions, plan and initiate collaborations, exchange resources, learning and skills, coordinate funding bids, access materials and resources, as well as inform policy and decision making in the City.

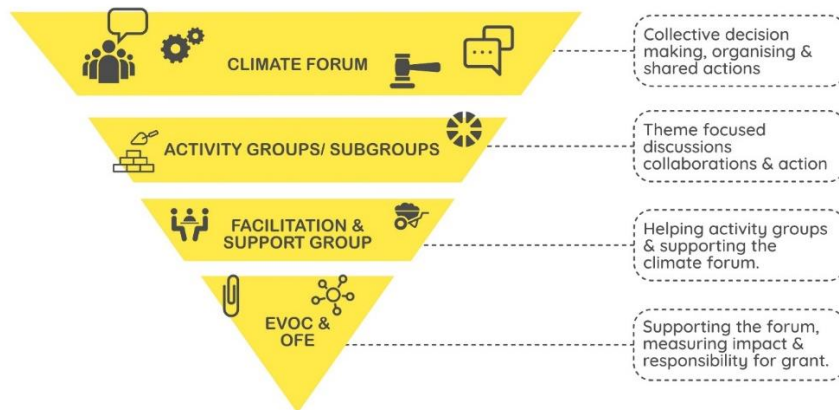
The Forum also provides a means for community groups, voluntary, third sector and organisations to raise issues with our elected representatives on how public bodies are managing their journey to Net Zero by 2030.

To make sure the Forum is engaging, helpful and well facilitated we are establishing a Climate Forum Facilitation & Support Group (FSG). The aim of the FSG is to maximise engagement of community groups, voluntary, third sector and organisations within the forum and encourage exciting collaborations and activities to flourish within the Forum.

Areas of Focus

The Facilitation & Support Group's key objectives will be to;

1. Support Climate Forum Meetings - contributing ideas for agenda and workshop activities, identifying discussion themes, arranging guest speakers and facilitating group activities.
2. Co-develop other events and knowledge exchange opportunities with community groups and wider third sector organisations to build stronger relationships, including with statutory partners
3. Support development of theme-focused Activity Groups within the Climate Forum and help them share their impact with the wider Forum.
4. Help promote the role of the Climate Forum as well as community groups, voluntary organisations and social enterprises in citywide Climate planning within Edinburgh
5. Support and facilitate Climate Forum activities, with a focus on building the capacity of groups within the wider third sector to contribute effectively to climate engagement planning and action
6. Act as a conduit of information where possible, to other community and voluntary organisations in the third sector, for example through formal or informal local networks.



Representatives

Representatives participating in the FSG will be made up of volunteers assembled from the Forum's membership. The FSG will consist of 10-12 representatives who work or volunteer in community-led groups within Edinburgh.

To ensure the FSG is fully transparent and working in the interests of all Forum members we will work together to identify any potential conflicts of interest and unhelpful power dynamics. The representatives involved in the FSG will need to be agreed by the Forum. The direction, priorities and actions of the Climate Forum will be decided by the Forum, while the FSG will play a supporting and facilitating role alongside the Climate Forum Coordinator.

Initial Expressions of Interest can be shared with the Climate Forum Coordinator by emailing charlie.wright@evoc.org.uk. EVOC will host a first *Open Introductory Meeting of the Facilitation and Support Group* on **Wednesday 6th July 18:00-19:30**

Skills and Experience which would be good to have in representatives:

- Experience of practical community projects
- Good IT literacy and a range of communication skills to help amplify the work of the forum across different platforms
- Experienced working with minorities and seldom heard communities.
- Experience working with and being grounded in local community development
- Experience of working with Social Enterprises on climate issues
- Experience facilitating group activities
- Working with other organisations not traditionally climate focused but interested in developing this space and bringing in others
- Experience of achieving community led change collaborating with others.

Meetings

- Initially the group will meet monthly. An agenda, action tracker and papers will be circulated ahead of each meeting.
- Meetings will take place both online and in various community locations across the city.
- A decision will be made by representatives about arrangements for Chairing/facilitating meetings in the long term.
- Each meeting will produce an action tracker. Representatives will take turns to write it.
- Representatives will carry out actions and report back at next meeting.