*DRAFT* - Partnership Charter

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| Replace with name of the partnership.  Replace with date |

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| About the Charter The Charter aims to clearly set out the understanding agreed among the partners over the intent, approach, commitments, mode of operation, and governance of the partnership. **This is not a legal agreement** but is the reference document partners can use to help guide direction and ensure mutual accountability.  The Charter is deliberately high level, and forms only one part of a partnership’s overall documentation. Other complementary documents may include bi-lateral legal contracts to cover grants; a detailed workplan with activities, timelines, clear and measurable outputs, outcomes and performance indicators; specific financial and other resource contributions of each partner; as well as any financial distribution to a partner.  The document may be changed by agreement of all the partners based on the experience of operating the partnership in earnest. |

* Partners: Please complete and customize all sections below. P4G will review the draft and coordinate a meeting with all partners to finalize. Help text in gray boxes should be removed when document is final.

# Partners

Short description of each partner: Name and overall mission.

* [Partner Name & Mission]
* [Partner Name & Mission…]
* P4G – Partnering for Green Growth and the Global Goals 2030 – is an initiative with the ambition of becoming the world’s leading forum for developing concrete public-private partnerships at scale to deliver on the SDGs and the Paris Climate Agreement.

1. Partnership Fundamentals *(no more than 2-3 sentences each)*

## Ultimate commercial outcome

What are the ultimate expected commercial opportunities that will become possible or be realized as a result of the partnership achieving its mission?

## Vision of success

What is the market or system shift you aim to achieve such that these commercial opportunities become possible? How will you know you’re successful?

## Partner interest and resources

Each partner’s interests (i.e. why they want to be involved, how it furthers their own mission), and resources of all kinds (knowledge, networks, implementing capacity, funding etc.) each partner brings to the table.

|  |  |  |
| --- | --- | --- |
| Name of partner | Interests | Resources |
| [Administrative Partner] |  |  |
| [Lead early- stage business Partner A] |  |  |
| [Etc] |  |  |
| P4G | Maximizing commercially viable, market-based green growth. | Financial resources, political connections, investor connections, communications resources, global network |

## Principles and values by which the partnership will be run

The partners in the partnership will work together with a commitment towards co-creation, mutual benefit, trust, respect, transparency, and co-accountability. Partners agree to regularly review how effectively the partnership is operating, as well as how well its theory of transformation is standing up to practice and be willing to make necessary changes. Partners commit to a spirit of learning and capturing their experiences to share with P4G and contribute to the growth and knowledge of other P4G partnerships. [Etc. - Partnership to customize]

# Approach *(please keep responses to a maximum of 2-3 sentences each)*

## Roles and responsibilities of each of the partners

What are the general roles of each of the partners?

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| --- | --- |
| Name of partner | Role / responsibilities |
| [Administrative Partner] |  |
| [Commercial Partner A] |  |
| [Etc.] |  |
| P4G | * Provide funding of USD$ to [Administrative Partner] * Provide acceleration services as outlined in section 3.3 * Take part in the partnership’s governance as a formal member of the governance structure outlined in section 4.1 and a participant in regular Management Team meetings |

## Key stakeholder engagement

Who are the additional stakeholders that must be engaged to ensure the market transformation and commercial visions? How will they be engaged?

Other stakeholders to be engaged in a coordinated and strategic way include: [list]

## Acceleration support from P4G

The expected support P4G will provide to the partnership

In addition to funding, P4G provides its most promising partnerships with support to accelerate their momentum and enable them to reach their goals at speed. A distinguishing feature of the acceleration process is the impact-first approach. P4G and the partnership identify the end outcome with an emphasis on the speed and scale of desired replication and design processes to achieve that goal. To accomplish this, P4G may provide:

* Connections to the P4G network: including P4G National Platforms, partner organizations and broader network through virtual and in-person meetings at both unique and high-level global convenings.
* Funding opportunities: P4G provides curated investor connections including workshops, pitches, one-on-one meetings, and other avenues for arranging equity, debt, and other forms of financing for partnerships’ commercial ventures.
* Recognition: Through exposure at key global events, ongoing communications, and P4G’s State-of-the-Art awards.
* Advisory services: formal and informal links to experts around the world to provide commercial insights, business planning, political mobilization, or other specialists.

A specific acceleration plan will be developed for this partnership as a separate document.

# How the partnership will operate

## Governance

What is the governance structure for the partnership (e.g. a Board made up of high-level representatives from all core partners including P4G, an advisory group, a management group, etc.)? How often will they meet? How will decisions be made and what decisions will be made at different levels?

## Management and operational structure

What are the coordination/management arrangements? What are the arrangements for communication? How will funds be managed? Etc.

## Monitoring, reporting and accountability

How will the partners monitor progress, report internally, and how will the partnership as a whole report externally?

## Ongoing partnership review and revision

What are the processes through which the partnership will undertake informal and formal review of its efficiency as well as the effectiveness (and applicability) of its theory of transformation?

## Problem-solving approach

Should differences arise between the partners, how will the partnership resolve the issues?

1. External communications and IP

## Rules for branding

Agreed use of logos etc.: All partners will likely have needs around branding and use of their logos. For example, P4G would like to be acknowledged on promotional materials, and we have certain guidelines on use of logo.

## Protocols for communicating externally.

What are the protocols for agreeing on external publicity and communication? Is there an official spokesperson? Under what conditions can individual partners communicate about the partnership? P4G are always happy to provide official quotes and headshots, and we like to agree in advance to any external communications which mention us.

## Intellectual property

Agreement over intellectual property generated. For example: Partners agree to make all work products available to the public in a readily accessible format (e.g., on a partner’s public website).

## Knowledge products

How will learnings from the partnership be consolidated and shared externally to encourage replication of the model?

1. Signature *(charter must be signed for all partners of the partnership)*

By signature of this charter all partners, have reviewed and agree with the terms outline in this document.

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| **Administrative Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Early- Stage commercial Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

[if applicable

|  |  |
| --- | --- |
| **Other Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Other Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| **Other Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Other Partner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Name*  *Title*  *Organization*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |