The Sustainable Insurance Forum
Framework Document

12th December 2016

This document sets out the objective and ways of working for the Sustainable Insurance Forum, launched in San Francisco, 1-2 December 2016.

1. Objective

1.1 The objective of the Sustainable Insurance Forum is to strengthen insurance supervisors’ and regulators’ understanding of and responses to sustainability challenges and opportunities for the business of insurance.

1.2 Sustainable insurance is a strategic approach where all activities in the insurance value chain, are conducted in a responsible and forward-looking manner by identifying, assessing, managing and monitoring risks and opportunities associated with environmental, social, and governance issues. The Forum’s starting point is to address the environmental dimension of the sustainable insurance challenge, through international cooperation.

1.3 The SIF will primarily focus on the supervisory dimensions of these challenges. It will also address related regulatory and policy issues, and how insurance supervisors and regulators may affect change in these areas.

1.4 This objective will be realised through voluntary actions around an initial set of five key themes:
   - Catalysing leadership through dialogue between supervisors and regulators
   - Sharing knowledge and lessons from emerging approaches
   - Deepening understanding on critical issues and knowledge gaps
   - Consolidating best practices and developing common approaches
   - Enabling uptake of best practice through capacity building

1.5 SIF members will be free to contribute to the achievement of this objective consistent with their supervisory and regulatory mandates, areas of strategic interest and constraints, and differences in regulatory architecture.

2. Operations

2.1 The SIF will serve as a global platform for thought leadership, dialogue, knowledge sharing, research, best practice development and capacity building for insurance regulators and supervisors on sustainable insurance issues. SIF operations will comprise an annual meeting, working groups and other engagements.

2.2 Meetings. The SIF will meet as a group at least annually. Future SIF meetings will be scheduled in accordance with the collective institutional calendar of insurance regulators and supervisors to maximise participation. Formal meetings will be closed to insurance regulators
and supervisors only. Formal meetings may also have open sessions that engage external stakeholders (see section 8).

2.3 **Working groups.** SIF members will come together to form working groups to support specific work programme items, organized around key issue areas (i.e. climate risk). Working group members will commit to participating in relevant working groups engagements, including but not limited to providing strategic input to research products, contributing guidance and feedback on work in progress, and reviewing final work stream deliverables. The SIF project team will ensure that time and resource commitments associated with working group membership are limited and appropriate to jurisdictional constraints.

2.4 **Other engagements.** The SIF project team may undertake other structured and/or ad-hoc engagement with SIF members and other insurance supervisors and regulators on a multilateral or bilateral basis, as appropriate.

2.5 **Timeframe.** The SIF will have an initial three-year working horizon, starting with a one-year work programme in 2017. The working horizon of the SIF may be extended upon agreement of the SIF membership.

3. **Membership**

3.1 SIF members will consist of insurance supervisors, regulators, or other relevant public bodies tasked with setting and implementing rules, regulations, standards and directives covering insurance companies and firms in a given jurisdiction. Membership in the SIF grants the right to participate in all SIF activities, including decision making and governance processes, work programme items, communications, and other activities.

3.2 **Multiple bodies:** In jurisdictions where multiple institutional bodies serve different supervisory, regulatory, and policy roles governing the insurance sector, the SIF will seek to first engage with the supervisory body before engaging other bodies as appropriate. Other institutional bodies may be engaged in the SIF given the needs, constraints and desires of individual member jurisdictions.

3.3 **Associations:** SIF Membership will also be open to relevant national, regional and international associations of insurance regulators and supervisors.

3.4 **Representation:** Member jurisdictions will be represented at the Insurance Commissioner level or equivalent, as decided by a given member jurisdiction. Other representatives from member jurisdictions are welcome to participate, as appropriate.

3.5 **Expression of membership:** Jurisdictions may express intent to join the SIF and support its objective in writing to the Secretariat. Jurisdictions may join the SIF as members without participating in the formal Forum meetings.
4. Secretariat

4.1 The United Nations Environment Programme (hereafter “UN Environment”) will serve as the convening body and secretariat for the SIF. The Secretariat will be comprised of UN staff from UN Environment’s Principles for Sustainable Insurance Initiative (hereafter “PSI”) and UN Environment’s Inquiry into the Design of a Sustainable Financial System (hereafter “Inquiry”).

4.2 Roles and responsibilities of the Secretariat: The primary roles and responsibilities of the Secretariat are (but are not limited) to:

- Recruiting members for the Forum and supporting membership development
- Propose activities for the SIF work programme for SIF membership approval
- Implement the SIF work programme and lead the daily affairs of the SIF
- Promote and communicate SIF activities together with the Co-Chairs
- Manage the budget and resources required for SIF operations
- Raise and manage funds for SIF activities together with the Co-Chairs
- Organise other meetings during the year (by phone, video or in person), as deemed necessary, together with the Co-Chairs

4.3 Executive representation of UN Environment: The UN Environment Secretariat will be represented by its Executive Director or other senior representative, who will support the SIF Co-Chairs.

5. Work programme

5.1 The SIF will adopt its work programme for the coming year at the annual Forum meeting. Following the agreement of work programme areas and items, the UNEP Secretariat will refine the work programme into a specific set of actions and deliverables for review by SIF members.

6: Governance and Decision-making

6.1 Co-Chairs: The SIF will be co-chaired by two member jurisdictions, and will be supported by the Secretariat. If feasible, the Co-Chairs will be comprised of one “developing & emerging economy” jurisdiction and one “developed economy” jurisdiction. The annual Forum meeting will be co-chaired by the SIF Co-Chairs with the support of UN Environment.

6.2 Roles and responsibilities of the Co-Chairs: The primary roles and responsibilities of the Co-Chairs are (but are not limited) to:

- Guide the SIF’s strategic orientation during the course of the year
- Catalyse leadership by guiding the development of the SIF’s work programme
- Promote and communicate SIF activities together with the Secretariat
- Potentially host the annual Forum meeting
- Serve as the administrative Co-Chairs of the annual Forum meeting
- Manage succession processes, including nomination and election of new Co-Chairs
- Support fund raising efforts for the SIF together with the Secretariat
• Organise other meetings during the year (by phone, video or in person), as deemed necessary, together with the Secretariat

6.3 **Term and Commitments of Co-Chairs:** SIF Co-Chairs will serve for one or two years as appropriate to ensure continuity across the Forum meetings. If feasible, one of the two co-chairing jurisdictions during a given year may serve as the host of the annual Forum meeting. This would involve a commitment to provide in-kind support to the Secretariat to deliver the logistics underlying the Forum meeting. Outside of formal Forum meetings, the Co-chairs will convene with the Secretariat team at quarterly intervals via teleconference.

6.4 **Nomination of SIF Co-Chairs:** SIF members may present their candidacy for serving as a Co-Chair, or nominate other members to serve as Co-Chair. Co-Chairs will be selected at annual intervals at formal SIF meetings.

6.5 **Steering Committee:** The SIF has been supported by a Leadership Group of eight regulators. This group will remain in place as an initial Steering Committee to provide strategic guidance for the development of the SIF. Regulators interested in joining the Steering Committee for the SIF may express this desire to the SIF Secretariat in writing or at formal Forum meetings. The Secretariat will convene the Steering Committee as appropriate via teleconference.

6.6 **Decision-making processes:** Decision-making within the SIF will proceed on the basis of informal consensus including, as appropriate, basic proposal of motions by SIF members followed by motion seconding (Robert’s Rules of Order).

6.7 **Working group leadership:** Working groups may be established to bring together SIF members to support a given dimension of the SIF work programme. Working groups may be led by one or more SIF members with specific interest or relevant expertise in a given area. Working groups will be convened by the UNEP Secretariat as appropriate to needs and constraints, and may be established, modified, or completed during formal Forum meetings.

6.8 **Communications:** Communications may be made by the Secretariat on behalf of SIF. Such communications will consider the SIF as an independent group of members, and will not formally represent the views of individual SIF members. Formal communications, such as responses to consultations or inputs into international processes, will be developed by the Secretariat through a period of engagement and review by SIF members. Individual SIF members may seek to opt out of specific communications which may prove sensitive. Informal communications regarding the SIF and its operations (such as press releases) will be developed by the Secretariat, engaging members to contribute to or review materials as appropriate.

7. **Partners**

7.1 The SIF will be open to partnering with relevant national, regional and international organisations, associations and bodies relevant to SIF’s strategic objectives, work programme items, or specific thematic areas of interest. Partners may be excluded from participation in the formal closed sessions of the annual Forum meeting, as determined by the Co-Chairs of SIF, in consultation with the Secretariat.
8. **External relationships**

8.1 The SIF may engage external stakeholders relevant the SIF’s strategic objectives, work programme items, or specific thematic areas of interest, including but not limited to:

8.2 *Private sector stakeholders:* The SIF may engage private sector stakeholders to provide industry expertise and perspectives, including inviting private sector representatives to participate in open sessions of the annual Forum meeting, and to provide inputs to working groups. Private sector stakeholders will not be invited to participate in the formal closed sessions of the annual Forum meeting.

8.3 *Professional Associations and Standard Setting Bodies:* The SIF may engage with national or regional professional associations, including actuarial associations. Professional associations and standard setting bodies will not be invited to participate in the formal closed sessions of the annual Forum meeting.

8.4 *Academic and civil society stakeholders:* The SIF may engage academic and civil society sector stakeholders to provide subject-matter expertise and perspectives, as appropriate, within open sessions of the annual Forum meeting and provide inputs to working groups. Academic and civil society stakeholders will not be invited to participate in the formal closed sessions of the annual Forum meeting.

8.5 *International organisations and initiatives:* The SIF may engage international organisations and initiatives (such as but not limited to the Financial Stability Board, G20, IMF, OECD, UN agencies, the World Bank Group, and the Insurance Development Forum).

9. **Funding**

9.1 The SIF will be funded on the basis of a combination of different funding resources. The primary funding source for the SIF will be public institutions as well as philanthropic foundations. SIF members may also voluntarily provide in-kind and financial contributions, as appropriate to jurisdictional constraints.

9.2 The Secretariat will raise and manage funds for the SIF according to UN Environment procedures, including procurement. The Secretariat will work with the Co-Chairs and the Steering Committee to raise these funds from appropriate bodies. The Secretariat will report back to the Forum on the raising and the use of funds.