Welcome to Climates Toolkit

#EmpoweringTheClimateGeneration
**Governance**

**Board.**

**Role**

The Board shall meet on a regular basis (once a week), and as often as required to fulfill its duties. Decisions within the Board are made by consensus. If no consensus is obtained, decisions are taken by a simple majority. The Board makes decisions necessary to the functioning of CliMates' activities and defines the strategy of the Association. You can contact them at the following address: board@climates.fr

**Missions**

**Assisting the teams**

Board's role is to raise issues or challenges met by the team, for example: vision, events, recruitment, budget, etc. The other way around, if there are needs from the whole association, the Board is in charge to inform the teams and to mobilize them for example: holding a booth in a festival/event/summit; integrating an intern; participating to a competition; etc.

**Supporting Project Coaches**

Helped by two co-directors, the project coaches are usually the most dedicated to their projects and face challenges in coordinating, mobilizing and recruiting their team. The Board should always be responsive and helpful to them.
Maintaining and developing partnerships

Ensuring the development of local and global partnerships is at the core of CliMates’ recognition and spreading. Partnerships concern youth organizations, mainly through the YOUNGO’s network, but also research institutes, local governments, international organizations like UNESCO, or even businesses as it is relevant for the advocacy campaign handled by the team of the Ecological Constitution project.

Working with relevant networks

Since its creation, CliMates took several engagements within French and international civil society networks. The Board is in charge of fulfilling these commitments by contributing to the work and mobilization of these coalitions. Organizing each year the Education forum and workshops of the international and regional Climate Chance Summits is one example, as CliMates is copilot of the Education Coalition. In 2018, Board members also co-produced a youth contribution to the Comité 21’s report on non-state actors’ climate action, which could lead to an annual participation to this long-term focused report, presented at the High Level Political Forum held every year by the UN in New York City to take stock of the implementation of the 2030 Agenda.

Coordinating projects with the overall association

Every project has its own focus, strategy, and way to go. It is important to keep that independence and diversity of projects, which enrich the global association. Still, CliMates is a whole and projects must be independent but considering and discussing with each others. Sometimes, projects converge, and it can be interesting for teams to work together on a mission. The Board has an overview of the different projects and is therefore at the right position to catalyze some common dynamic.

In addition, the Board should make sure that projects are always in line with CliMates principles. This is usually the case, but it can be tricky when projects tend to be a bit political, as they should always keep a political/religious neutrality, even though they can decide who to support and advocate strong opinions... a good balance should be found and the Board has enough distance to advise on hot issues.
Who are they?

Alexandra Lutz  
President

Jason Dozier & Joséphine Raynauld  
Vice-Presidents

Maxime Ledez  
Secretary General

Zoe Lemmonyer  
Treasurer

Sofia Kabbej & Rachel Wu  
Advocacy Co-Directors

Viktor Josa  
Empowerment Co-Director [ENG]

Martial Breton  
Empowerment Co-Director [FR]

Mouna Chambon & Clara Haas  
Research Co-Directors

Anne-Sophie Lahaye & Lise Oudda  
Communication Co-Directors

Olivia Saxer & Venni Vara  
CCS Co-Directors
Role

The Board consults the Administrative Council for both decisions related to the strategy of the Association and operational help when needed. In addition to its role and duties, the Board can consult the Administrative Council before concluding a partnership, joining an organization or a network, stating a position or other relevant administrative roles.

The AC is composed of four committees that shall address issues of international dimension, monitor international action and facilitate international coordination between the community and the Board:

- Governance & International Coordination
- Partnerships & Events
- Global Communication
- Treasury

Missions

The Council's missions are:
- Ensuring respect of the charter and design strategic orientations; to decide unanimously on the formal creation of international branches; to approve the creation of international projects.
- Upon request, advising and helping the Board on questions of international dimensions or sensitive.
- Upon request, ruling upon any serious or repeated breach of Climates charter.
- Branches shall report their activity to AC and may refer any decision for approval.
Who are they?

Myriam Benkiram
Charlotte Blondel
Clément Bultheel
Côme Girschig
Antoine Gonthier
Susy Grenier
Muhammad Ibrahim
Ashish Niraula
Alice Pauthier
Gwenael Podesta
Jay Ralitera
Sofia Rigou
Martin Salmon
Neeshad Shafi
Role

The CliMates Advisory Council represents and defends CliMates' long-term interests and fundamental values. Besides, it ensures that CliMates’ activities remain within the framework defined by its founders.

Missions

The Committee’s missions are:

• Sharing its opinions on the mid- and long-term strategy documents elaborated by the Board;
• Providing inspiration and advice thanks to their professional environment;
• Tracking the expansion and diversification of CliMates’ activities;
• Being consulted on an ad hoc basis by the Board for sensitive matters and major strategic choices;
• Acting as ambassadors of the Organization;
• Federating the CliMates alumni network across the world.

Functioning

Upon request, the CliMates Advisory Council meets with the Board to advise on the long-term strategy as well as controversial matters. They must meet twice a year.
Who are they?

Delphine Blumereau
Sylvain Boucherand
Antoine Briand
Sami Cheikh Moussa
Antoine Ebel
Mathilde Imer
Norma Jullien
Henri Landes
Margot Le Guen
Yann Lesestre
Sabrina Marquant
Antoine Maudinet
Placide Noguierm
Agnès Sinai
Peter Tierney
Functioning

Role

As in every association or NGO, CliMates has a finance department whose Treasurer sits on the Board every year as an official member. The goal is to monitor CliMates’ finances by making sure there are always available funds to plan the future of the Association and help projects financially.

Frequent actions would be:

- Keeping track of the accounting (debit & credit)
- Filling applications for grants and trying every other fundraising methods when suitable
- Building forecast budgets & financial statements (income statement & balance sheet)
- Allocating money to specific projects
- Advising & assisting every project in their fundraising

The French legislation requires every association to monitor its finances according to accounting laws and bookkeeping. Indeed, most of the funds come from public institutions and are allocated to a specific need or objective (defined when applying for fundings). If not used to meet the identified need, sponsors and donors can hold us accountable.

If the finance department has agreed with a written agreement to cover an expense you need to:

1. Have previously sent the cost estimation
2. Pay for the expense
3. Send the invoice and your bank details to the Treasurer to ensure your reimbursement
Funding options

**Crowdfunding**

Doing a crowdfunding campaign enables you to collect funds from a large pool of potential donors in exchange for rewards. (ex: Kickstarter, Ulule, Tudigo etc.).

**Call for projects**

Some private companies or foundations can organize calls for projects to allocate some funds to help an association in developing specific activities. It is useful to get dedicated funds to reach some precise objectives of a local or international project.

**Grants**

Grants consist in the giving of a certain amount of money allocated by the government or an institution to an organization for a particular purpose. It can be at different scales - local / national / regional / international.

**Donations**

CliMates is a public interest association. Under French legislation, every donator can deduct 66% of the amount of the donation on his tax return (without exceeding 20% of his global tax amount).

**CliMates Funds**

CliMates have available funds to support project developments. To solicit CliMates' help, please follow this procedure.

**Contact our Treasurer**

zoe.lemmonyer@climates.fr
A little bit of CliMates History

CliMates was born after the COP Rewind Simulation that took place in Paris at Sciences Po in June 2011. The students re-enacted the negotiations of the Copenhagen COP during 4 days and nights. After this simulation, two students, Henri and Margot, with a few other classmates, became strongly convinced that innovative solutions to climate change could arise from a collaborative, intercultural and multidisciplinary research method. So they decided to create what would become CliMates, a think-and-do-tank according to these core characteristics.

Since then, it has spread all around the world with more than 500 members in 44 countries who are all dedicated to provide solutions to the climate generation. Today, CliMates is organized in three main divisions: Advocacy, Empowerment and Research, gathering more than 15 projects, besides the Communication and CliMates Community & Skills (CCS) internal and key divisions.

How to pitch CliMates?

CliMates is an international youth-led think-and-do-tank on climate change gathering volunteers, both students and young professionals. The goal of our NGO is to take on the climate challenge by:

- Developing and promoting innovating ideas and tools
- Training youth to become change-makers
- Influencing decision-makers

CliM’Blog

The Clim’Blog showcases articles highlighting the diversity and expertise of our mates. Articles are useful tools for our communication.

How to contribute?

Within your projects, while participating to international negotiations, or willing to raise awareness on a specific subject, contact our Blog Admin, here. You will be guided and your article will be published as soon as possible!
How to organize an event?

Each project can organize its own events:

- **You take care of it**: finding the place, the date and choosing the communication strategy. “CliMates” always has to be the co-host of the Facebook event and CliMates’ logo must be on the communication visuals.
- **With the Communication team’s help**: the Event manager can help the project to find a place and give advice regarding the communication strategy.

In any case, when both location and date are settled, the event must be registered in this DOCUMENT.

Tips for starting your communication strategy on social media

- Identify the right social media platform to spread your message
- Decide on the adequate tone, vocabulary and language to communicate efficiently
- Build a publication calendar and decide on the publication’s frequency + find out about the best days and hours to post according to the platform used
- Diversify the contents (texts, photos, videos, links, etc.)
- Think about identifying other people or pages in your publications
- Respond promptly to the requests you could receive on your page

Follow us on social media

[Social media icons]

Contact our Communication Co-Directors

anne-sophie.lahaye@climates.fr

lise.oudda@climates.fr
How to join CliMates?

To join CliMates, everything starts with this form to fill: http://bit.ly/joining-climates

Then, you will receive the first email from the CCS team to give you more information on CliMates and set a meeting where you can how to get involved in CliMates. Once you express a preference for a specific project, the CCS team introduces you to the relevant project coaches.

Once you are part of a project, you are added to the mailing lists, Facebook groups, and newsletters. It is possible to create a specific @climates.fr or @studentclimates.org email address to facilitate exchanges with Mates or external people and partners.

What if you meet someone interested in CliMates?

In any case, the potential new Mate should fill the form: http://bit.ly/joining-climates. This is how we keep track of our members and their integration! If this potential new Mate is unsure about the project he or she wants to join, a meeting will be organized with the CCS team, who will introduce him/her to the relevant teams.
If the new Mate directly joins a team, it’s even better (and less work for CCS). However... do not forget to inform CCS! This is the only way we can have an idea of who is an active member and integrate everyone to the relevant communication channels.

Contact our CCS Co-Directors

olivia.saxer@climates.fr  venni.vara@climates.fr

Check our website:
http://www.weareclimates.org