

**World Climate Research Programme**

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## WCRP Private Sector Engagement and Due Diligence Process Guidance Document

### Purpose of these guidelines

These guidelines outline a clear and consistent procedure for WCRP engagement with the private sector, outlining the necessary steps that need to be taken. This includes due diligence for reputational risk with collaborations, including both financial and non-financial contributions or relationships.

This also includes, but is not limited to, sponsorships, in-kind contributions, data sharing, joint activities, and other forms of collaboration. Given WMO's legal personality and co-sponsorship of WCRP, this guidance reflects current WMO requirements for private sector due diligence, legal arrangements, and governance approvals.

The objective of this guidance document is to ensure transparency, compliance with the WMO Private Sector Due Diligence Policy (there after the 'Policy') and relevant procedures, thereby supporting the protection of WMO/WCRP's reputation and ensuring appropriate oversight.

### Scope & Engagement Type

These guidelines apply to all WCRP activities, including International Project Offices and Support Units (projects, working groups, workshops, conferences, etc.), and all types of engagement with the private sector, including resource-based contributions (cash or in-kind), as well as other forms of collaboration.

#### Policy identifies 3 types of private sector engagement

- Advocacy engagements (no resource/fund transfer)
- Resource mobilization to WMO/WCRP programmes and projects (transactional, involving direct resource/fund transfer)
- Transformational partnerships (strategic, which may or may not involve resource/fund transfer)

### Overview of the process

Engagement with private enterprises follows these key stages:

- Notification to the WCRP Secretariat if the WCRP secretariat are not already involved in the initial interactions
- Initial discussion between relevant activity leads and the WCRP secretariat focal point.
- Head of WCRP Secretariat and then JSC leadership (Chair/Vice-Chair) to be approached for consultation/information as needed
- If and once agreed by the JSC Chair, the WCRP Secretariat to work with the WMO Division of Development Partnerships and Programme Delivery (DPPD) to ensure the standardized due diligence process initiated, noting that this will also identify if an entity is already cleared by WMO and the validity status of such a clearance
- JSC review and final approval if due diligence is cleared
- Agreement/MoU process to be formally initiated and approved
- Receipt and use of funds (if applicable)

## Step-by-step procedure

### Step 1: Expression of interest or Identification of Potential Engagement

- A private entity expresses interest in collaborating with or supporting a WCRP activity or a WCRP activity or secretariat approaches the private sector for collaborative activities. This may include financial contributions, in-kind support, or other forms of partnership.
- At this stage, the activity **must not**:
  - a. Accept funds
  - b. Make formal commitments
  - c. Sign agreements
- The activity should first assess the relevance and suitability of the engagement, including:
  - a. Alignment with WCRP's scientific objectives and priorities
  - b. Relevance of the sector/company to the activity (e.g., observations, modelling, data, services)
  - c. Potential to advance research, applications, or capacity development

Any red flags should be identified at this stage. This may include, where appropriate, screening against WMO exclusionary criteria (i.e. UN sanctions, conduct contrary to WMO's mandate, involvement in sectors contrary to the UN's mission and mandate), as well as any conflict of interest, political sensitivities, or exposure to high-risk sectors.

### Step 2: Early engagement with WCRP Secretariat

If the WCRP Secretariat is not already involved, it must be informed and engaged at this stage. All engagement with private-sector entities should be coordinated with the Secretariat before proceeding further.

The activity and partner are encouraged to prepare a short (1-page) concept note outlining:

- a. the proposed collaboration,
- b. its relevance to WCRP objectives,
- c. expected mutual benefits,
- d. initial scope (e.g. data, funding, pilot activity).

The Secretariat will:

- a. advise on the appropriate process and next steps,
- b. Jointly with the activity, support the preparation and reviewal of the proposal,
- c. engage with the JSC Chair (and Vice-Chair if needed) for early guidance.

Based on this, the Secretariat will:

- a. either facilitate further discussion (e.g. joint call), or
- b. confirm whether to proceed to formal due diligence with WMO.

### Step 3: WMO/WCRP Private Sector Due Diligence through WMO

- Note: This applies to all WCRP relevant activities irrespective of financial contribution coming through WCRP-WMO or not. Private sector fundraising undertaken by WCRP project offices must adhere to the Policy. Once the proposed engagement is considered relevant and suitable for further assessment, due diligence is initiated by the WCRP Secretariat, with guidance from WMO DPPD. The WCRP Secretariat in consultation with the relevant WCRP activity is responsible for conducting the required research, while WMO DPPD ensures final quality control, and approval decisions are taken in line with the Policy.
- The private entity will be required to complete the relevant WMO due diligence documentation.
- The complexity and duration of due diligence depend on:
  - The type of engagement in alignment with DD policy: Advocacy engagements, Resource mobilization, Transformational partnerships
  - The scale of contribution (amount)
  - The risk profile and nature of the company

Examples: A light due diligence process (controversies, risk-benefit analysis); standard due diligence (Controversies, ESG performance, risk-benefit analysis).

#### Step 4: WMO clearance and afterwards

- Formal clearance by the relevant WMO entity responsible for the assessed risk level constitutes the final step following completion of the assessment. Such clearance is required prior to any formalization or public association with the entity. No financial transaction, formal agreement, or public association with the entity should occur before this clearance is granted.
- The WCRP JSC and the relevant activity will then be informed about the due diligence outcome.
- The JSC will provide the final approval of such private sector engagement.

#### Step 5: Legal arrangements (Letter of Agreement) or other legal arrangements

- The Secretariat prepares the agreement in coordination with the relevant activity and WMO Legal Office.
- A Letter of Agreement (LoA) or a Letter of Understanding (LoU) or any other legal arrangement may be required, and the Legal Counsel will be consulted as needed.
- The LoA or the legal arrangement typically covers:
  - Purpose and scope of the contribution
  - Amount and payment modalities
  - Roles and responsibilities
  - Use of funds
  - Additional due diligence conditions (as applicable)

#### Step 6: Receipt and use of funds if to WMO-WCRP

- Funds may be received only after:
  - Completion of due diligence
  - WMO clearance (approval or reject)
  - Signature of the Letter of Agreement (if required)
- Funds must be used strictly for the approved purposes

#### Step 7: Reporting and accountability

- Activities must comply with WMO and WCRP reporting requirements.
- Financial and activity reporting must ensure transparency and accountability.
- The Secretariat may consolidate reporting to support internal governance and JSC oversight.

**Note: Any acknowledgement of, or association with, a private sector entity (e.g. use of logos, naming, or visibility in workshops, meetings, conferences, or related materials) shall only occur after completion of the due diligence process, formal WMO clearance, and signature of the relevant agreement(s). WCRP activities are to liaise with relevant WCRP Secretariat focal point for the entire DD process.**

#### Useful documents:

- ToR Private Sector and Philanthropic Engagement
- Template1: Background information collection (Due diligence process)
- Template 2: Partnership proposal (Due diligence process)



ToR-PrivateSector  
Engagement\_official.p



Template 1 - WMO  
Private Sector Due Dil



Template 2 - WMO  
Private Sector Due Dil

## What is considered “private sector”

In this context, the private sector includes non-governmental entities that operate independently from public institutions, such as:

- For-profit companies (e.g. technology firms, consultancies, service providers)
- Corporate foundations (linked to companies)
- Private foundations / philanthropic organisations
- Social enterprises (businesses with social or environmental missions)
- Industry associations or business coalitions
- Private research or data companies
- State-owned enterprises (SOEs)