Following the approval at the Joint Meeting of the CTF and SCF Trust Fund Committees on November 3, 2011 (CTF-SCF/TFC.7/4) regarding the document *Proposed Measures to Improve the Operations of the Climate Investment Funds*, to recommend amendments to the CTF Governance Framework Document, SCF Governance Framework Document and PPCR Design Document, the CIF Administrative Unit is taking steps necessary to seek the agreement of (i) all current CTF contributor and recipient, and all current SCF contributor and recipient countries and the Trustee to the amendments the Governance Framework Document of CTF and SCF, respectively, and (ii) all PPCR contributor and recipient countries and the Trustee to the amendments the Design Document for PPCR.

We would like to invite you to review the attached document and to approve the following decision:

If you are a current CTF Contributor or recipient country:
(Current Recipient Countries that have been allocated funding from the CTF: Algeria, Colombia, Egypt, Indonesia, Jordan, Kazakhstan, Mexico, Morocco, Nigeria, Philippines, South Africa, Thailand, Tunisia, Turkey, Ukraine and Vietnam; and
Current Contributor Countries to the CTF: Australia, France, Germany, Japan, Spain, Sweden, United Kingdom and United States.)

Approve the proposed amendments to the CTF Governance Framework Document as provided in the Annex to document *Proposed Measures to Improve the Operations of the Climate Investment Funds* (CTF-SCF/TFC.7.4), dated November 3, 2011.

If we do not receive any objection to the proposed decision by close of business on December 12, 2011, we will consider the decision to have been adopted and will confirm the final decision in writing.

Subsequent to your approval of the amendment, we will merge relevant sections of the document with the CTF Governance Framework Document (November 2008), SCF Governance Framework Document (November 2008), PPCR Design Document (May 2009) respectively, as well as the Rules of Procedures for CTF and SCF (both November 2008), and post the revised documents in the respective "key document" section on our website.

Sincerely,

CIF Administrative Unit
1818 H Street NW
Washington, D.C. 20433
www.climateinvestmentfunds.org