

CLIMATE INVESTMENT FUNDS

SCF/TFC.5/5
March 2, 2010

Meeting of the SCF Trust Fund Committee
Manila, Philippines
March 16, 2010

RESULTS FROM SELF-SELECTION PROCESS OF OBSERVERS FOR FIP AND SREP

Proposed Decision by SCF Trust Fund Committee

The meeting of the SCF Trust Fund Committee reviewed document SCF/TFC.5/5, *Update on the Self-Selection Process for Observers for FIP and SREP*, and takes note of the results of the self-selection process for observers for non-profit civil society and the private sector to the FIP and SREP Sub-Committees. It welcomes the progress made in the self-selection process and invites the CIF Administrative Unit to encourage representation of the indigenous peoples groups to conclude their self-selection process as early as possible.

The Trust Fund Committee recognizes that civil society observer constituencies were requested to appoint representatives for a fixed time period, such as one to two years. Since the first round of the self-selection process for civil society observers has taken considerable time and required a significant investment of effort and resources, the Trust Fund Committee requests that all self-selected civil society and private sector observers continue to serve as representatives of their constituency until the 2011 CIF Partnership Forum.

The Trust Fund Committee requests the CIF Administrative Unit to prepare a review of the process of selecting observers for submission to the joint meeting of the CTF and SCF Trust Fund Committees in November 2010, with a view to the Committees providing further guidelines for the process in the future. The review should take into account the recommendations presented by representatives of civil society, indigenous peoples and the private sector.

Introduction

1. At its meeting in October 2009, the joint meeting of the CTF and SCF Trust Fund Committees reviewed document CTF-SCF/TFC.3/6, *Update on the Process for the Self Selection of Observers*, and took note of the results from the self-selection process for observers for non-profit civil society and the private sector to the CTF and SCF Trust Fund Committees and the PPCR Sub-Committee. It welcomed the progress made in the self-selection process, and invited the CIF Administrative Unit to ensure that a process is in place to fill the remaining observer seats for the CIFs. The Trust Fund Committees requested that an update on the self-selection process be submitted for their review at the joint meeting in March 2010.
2. Since October 2009, progress has been made with the self-selection process of non-profit civil society observers and observers from the private sector for the Sub-Committees of the Forest Investment Program (FIP) and the Scaling-up Renewable Energy Program in Low-Income Countries (SREP). The self-selection process for active observers from the indigenous peoples constituency is still ongoing and is being addressed in conjunction with the discussion on the terms of reference for the development of a FIP dedicated grant mechanism for local communities and indigenous peoples.
3. The purpose of this document is to inform the SCF Trust Fund Committee about the results of the self-selection process of observers from non-profit civil society and the private sector to the FIP and SREP Sub-Committees. A brief update is provided on the timeline for the self-selection process of observers from the indigenous people's constituency to the CIF Committees consistent with the Governance Frameworks of the CTF and SCF and the design documents for PPCR, FIP and SREP.

Results from Self-Selection Process of Observers for Non-Profit Civil Society Organizations and the Private Sector for FIP and SREP

4. In accordance with the FIP Design Document and the *Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees*, approved by the SCF Trust Fund Committee, civil society organizations are to undertake a self selection process to identify representatives to observe the meetings of the FIP and the SREP Sub-Committees. Based on the experience working with RESOLVE and the WBCSD on the self-selection process for observers to CIF trust fund committees (the CTF and SCF) and the PPCR Sub-Committee, the CIF Administrative Unit did engage the same organizations in facilitating a similar process for the CSO and private sector observer seats to the FIP and SREP Sub-Committees.
5. Civil society and private sector representatives are to be invited to participate in the meetings of the Trust Fund Committees as "active" observers. The following table summarizes the number of active observers for the FIP and SREP Sub-Committees that are invited to attend CIF committee meetings¹:

¹ Based on the governance frameworks for the CTF and SCF, the design documents for FIP and SREP and the "Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees".

Committee	Non-Profit Civil Society	Indigenous Peoples	Private Sector
FIP	2 (+2 alternates)	2 (+2 alternates)	2 (+2 alternates)
SREP	4	2	2

6. The FIP design document specifies that “in addition to the 6 active observers listed above, each constituency identified in subparagraph 20(b) may select two alternates who may accompany the constituency representatives in the meeting room during meetings of the Sub-Committee. Recognizing the special interests and needs of indigenous peoples, the CIF Administrative Unit should finance, in addition to the financing provided for constituency representatives from developing countries listed in subparagraph 20(b), the travel and subsistence of the alternates from indigenous peoples”.

Non-Profit Civil Society Organization Observers

7. As for the CTF and SCF Trust Fund Committees and the PPCR Sub-Committee, RESOLVE provided process design, management and facilitation services for the self-selection process for non-profit civil society observers to the FIP and SREP Sub-Committees.

8. RESOLVE, a NGO founded in 1977, has been a pioneer in helping diverse interests engage in collaborative decision-making and collaborative action to develop improved solutions to public issues. The depth and diversity of RESOLVE’s experience is reflected in its project work and the significant impact these projects have had on a wide range of issues, both at the local level and nationally. As a leader for 30 years in designing and supporting collaborative decision-making processes, facilitating policy dialogues, and mediating site-specific disputes, RESOLVE is known for helping parties analyze and work through difficult issues, particularly those involving highly visible and political dynamics, complex scientific and technical information, and cultural differences.

9. For the most part, RESOLVE followed the procedures that had been set up in the self-selection process for the CTF and SCF Committees and for the PPCR Subcommittee. RESOLVE conducted ten convening interviews with key civil society stakeholders to gather their input on self-selection process and the criteria for civil society observers and Advisory Committee members, as well as to invite suggestions of potential Advisory Committee members. Drawing on the criteria for Advisory Committee members generated by civil society stakeholders, the Forest Investment Program Design Document, and the Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees, RESOLVE identified and invited a small group of well-respected civil society members who did not have an interest in holding the observer seats to join an Advisory Committee. The Advisory Committee was made up of six members, each from a different region - three from developed countries and three from developing countries - with a range of expertise in forestry, climate change, and renewable energy.

10. The following CSO observer representatives were selected through the process managed by RESOLVE. Although the Guidelines approved by the Trust fund Committees did not call for the selection of “alternates” for the SREP, RESOLVE did communicate to the CIF Administrative Unit a list of 4 alternates in addition to the 4 representatives originally requested.

Name	Country	Observer / Alternate	Name of Organization
<i>Forest Investment Program</i>			
Breitkopf, Susanne	USA	Observer	Greenpeace
Dkamela, Guy Patrice	Cameroon	Observer	Network for the Environment and Sustainable Development in Central Africa (NESDA-CA)
Yeng, Lilian	Ghana	Alternate	Tapumu Community
Nanda, Bijay	India	Alternate	Sandhan Foundation
<i>Scaling-up Renewable Energy Program in Low-Income Countries</i>			
Devabhaktuni, Vidya Sagar	India	Observer	SKG SANGHA
Elges, Lisa	Germany	Observer	Transparency International
Paz, Elsia	Honduras	Observer	AHPPER
Umenjoh, Eldad	Cameroon	Observer	Spire International Cameroon
Halake, Doti	Kenya	Alternate	Kenya Green Energy Foundation
Abrigana, Julieta	Philippines	Alternate	Center for Alternative Resources & Authentic Technology Services (CARATS), Inc.
Jordan, Richard	USA	Alternate	World Harmony Foundation
Bara-Neto, Pedro	Brazil	Alternate	World Wildlife Fund

11. The final report by RESOLVE is attached to this progress report (Annex 1). The final list of observers and alternates and the results of the voting process are available on the RESOLVE website (www.resolv.org/cif). The complete list of CSO observers to the CIF committees is also published on the CIF website.

Private Sector

12. The CIF Administrative Unit approached the World Business Council for Sustainable Development (WBCSD) to also facilitate the self-selection process for private sector observers to the FIP and SREP Sub-Committees. The WBCSD facilitated the self-selection process for the CTF and SCF Trust Fund Committees and the PPCR Sub-Committee. The self-selection process was directed at business associations to ensure that the business community is represented in the CIF meetings. The process is now also finalized.

13. The World Business Council for Sustainable Development (WBCSD) is a CEO-led, global association of some 200 companies dealing exclusively with business and sustainable development. The Council provides a platform for companies to explore sustainable development, share knowledge, experiences and best practices, and to advocate business positions on these issues in a variety of forums, working with governments, non-governmental and intergovernmental organizations.

14. The design and facilitation of the self-selection process for the permanent observer seats was done in consultation with the CIF Administrative Unit to ensure a transparent, fair process and consistency between criteria, timelines and processes.

15. Two advisory boards were formed to ensure transparency in the design and implementation of the self-selection process. The advisory boards reviewed and evaluated the applications against the criteria defined in the terms of reference for the selection of the observer seats for the FIP and the SREP. Information on the advisory boards, including the terms of reference for observers to the FIP and SREP Sub-Committees, are posted on the website of the WBCSD.

16. The following private sector observer representatives were selected:

Name	Country	Observer / Alternate	Name of Organization
<i>Forest Investment Program</i>			
Fujihara, Marco Antonio	Brazil	Observer	Associação Brasileira das Empresas de Mercado de Carbono (ABEMC)
Griffiths, James	Switzerland	Observer	World Business Council for Sustainable Development
Marisa Meizlish (New Forests)	Australia	Observer	Environment Business Australia
Ben Guillon (New Forests)	Australia	Observer	Environment Business Australia
<i>Scaling-up Renewable Energy Program in Low-Income Countries</i>			
Ambachew Fekadeneh	Ethiopia	Observer	Ethan Biofuels, Carbon Finance Working Group

Admassie			
Storey, Peter	Japan	Observer (first year March 2010-Feb 2012)	Climate Technology Initiative Private Financing Advisory Network (CTI PFAN)
Richard Taylor	United Kingdom	Observer (second year March 2011-Feb 2012)	International Renewable Energy Alliance (REN Alliance) and International Hydropower Association (IHA)

17. The final report by the WBCSD is annexed to this report (Annex 2). The full list of self-selected observer representatives for the private sector is posted on the CIF website.

18. Annex 3 presents a list with the names of all selected observers from non-profit civil society and the private sector to the CIF committees. This process is now completed.

Update on Self-Selection Process for Indigenous Peoples Representative Observers to the CIFs

19. With regards to the self-selection process of observers for indigenous peoples, the CIF Administrative Unit continues to work with representatives of the indigenous peoples groups who had participated in the FIP design process, and the UN Forum on Indigenous Peoples Issues (UNPFII) to seek agreement on the process to be followed. Careful consideration is being given to defining a process which is appropriate for the indigenous peoples' community.

20. It was hoped that the self-selection process for IP observers would be concluded by mid February 2010 to ensure that the representatives could participate in the March CIF meetings and 2010 Partnership Forum in Manila, Philippines. The group of indigenous peoples, however, signaled to the CIF Administrative Unit the need for more time and a face-to-face meeting before they would be able to identify observer representatives for their constituency. To meet this request, it was decided to benefit from the proposed meetings of the group of indigenous peoples working on the terms of reference for the development of the Dedicated Grant mechanism for Indigenous Peoples and Local Communities. A proposal for those meetings is to be submitted to the FIP Sub-Committee for review and approval at its March meeting.

21. Until the self-selection process for IP observers is completed, the CIF Administrative Unit is following the agreed interim arrangements:

For all Sub-Committees: Two representatives from indigenous peoples group, that have been identified by the UN Permanent Forum on Indigenous Issues to observe all CIF meetings (Victoria Tauli-Corpuz, Executive Director, TEBTEBBA Foundation, Philippines and Naomi Kipuri, Arid Lands Institute, Kenya).

For FIP only: In addition, and bearing in mind the need for regional balance in representation, COICA and the International Alliance of Indigenous and Tribal Peoples of Tropical Forests, two additional organizations that participated in the FIP design meeting, have been invited to send two alternate representatives to observe the meetings.”

Next Steps

22. The *Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees* make reference to the terms of observers as follows:

“Positive working relationships are an important factor contributing to successful business processes, but it can take time for parties to establish constructive working relationships. Observer representatives have an important role to play as a liaison and conduit of perspectives, but should also have a responsibility to seek to use opportunities to engage with decision-makers and other stakeholders strategically. Continuity and consistency in representation is useful. Therefore, it is recommended that constituencies appoint representatives for a fixed time period, such as one to two years.”

23. The Trust Fund Committee will note that the first round of the self-selection process for civil society observers has taken considerable time and effort. Recognizing that it would be helpful before reviewing the guidelines to allow the self-selected observers to gain more experience in their work with the CIF committees and their constituencies, and the need to finalize the pending process for the selection of observers from the indigenous peoples groups, it is recommended that the Trust Fund Committee agrees that the selected civil society and private sector observers continue to serve as representatives of their constituencies until the 2011 CIF Partnership Forum.

24. In this regard, it is recalled that the Trust Fund Committee of the Strategic Climate Fund, at its meeting in May 2009, requested the Administrative Unit to explore the costs of interpretation and translation as a means to facilitate the participation of observers. Trust Fund Committee members will also note that the reports submitted by RESOLVE and the WBCSD contain a number of recommendations with respect to the process followed for selecting observers as well as the procedures for observers’ participation at Trust Fund Committee meetings. It is proposed that the CIF Administrative Unit be requested to hire a consultant to prepare a review of the process of selecting observers and observer participation in meetings. The review should reflect on process, outcomes and lessons learned as well the recommendations presented by the observers. It is recommended that the review should be submitted to the joint meeting of the CTF and SCF Trust Fund Committees in November 2010 with a view to allowing the Committees to revise the guidelines for observers, if appropriate, on the basis of the experience to date.

Annex 1: Final Report – RESOLVE

RESOLVE Facilitation of Self-Selection Process for Civil Society Observers on the FIP and SREP Sub-Committees

Final Project Report

January 27, 2009

In this report, RESOLVE summarizes our activities in designing, managing, and providing facilitation support and services for the self-selection process for civil society on two CIF subcommittees (the Forest Investment Program and the Scaling-Up Renewable Energy Program in Low Income Countries), which took place from October 2009 – January 2010. The final result of that process - a list of proposed civil society observers and alternates - is attached. We also present below a recommendations for the functioning of the civil society observer seats, which we developed in consultation with our advisory committees for this process and the previous self-selection process.

I. Summary of Activities

Below is a summary of RESOLVE's major activities in carrying out the civil society self-selection process for observers on the CIF committees. The summary is organized according to the phases we proposed.

1. Consultation, Preparation, and Advisory Committee Formation and Consultation

For the most part, RESOLVE followed the procedures that had been set up in the self-selection process for the Clean Technology Fund (CTF) and the Strategic Climate Fund (SCF) Committees and for the Pilot Program for Climate Resilience (PPCR) Subcommittee, conducted in the summer of 2009. RESOLVE conducted ten convening interviews with key civil society stakeholders to gather their input on self-selection process and the criteria for civil society observers and Advisory Committee members, as well as to invite suggestions of potential Advisory Committee members. Drawing on the criteria for Advisory Committee members generated by civil society stakeholders, the Forest Investment Program Design Document, and the Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees, RESOLVE identified and invited a small group of well-respected civil society members who did not have an interest in holding the observer seats to join an Advisory Committee. The Advisory Committee was made up of six members, each from a different region - three from developed countries and three from developing countries - with a range of expertise in forestry, climate change, and renewable energy. Given that there was not enough time to assemble the Advisory Committee before the call for applications was sent out, RESOLVE was unable to hold an initial conference call with the Advisory Committee (AC) members. Instead, we gathered their input on overall process questions and the criteria for observers individually.

RESOLVE then updated the draft document outlining the criteria for holding the observer seats (see Appendix C), which was tailored to the different distributions of seats in the Forest Investment Program (FIP) and Scaling-Up Renewable Energy Program in Low Income Countries (SREP). In addition to the

criteria document, we also developed an application form, instructions to applicants, an announcement of the call for applications, and criteria for determining valid voters. Based on our past experience with the self-selection process, RESOLVE wished to ensure that all voters were members of civil society organizations involved in climate change. In order to do so, we set up an online registration system for the RESOLVE team to approve each voter before he or she would be allowed to cast a vote.

We set up a project website and worked with the CIF Administrative Unit to coordinate the translation of the website, the call for applications, the instructions to applicants, and the instructions to voters into eight languages (Arabic, Bahasa, Chinese, French, Spanish, Nepali, Portuguese, and Russian) in order to reach as many candidates and voters as possible. Finally, we compiled a contact database of civil society organizations that work on forestry and renewable energy, building on our existing database of civil society organizations involved in climate change issues.

2. Management of Application and Short listing Process

On November 11, 2009, RESOLVE issued the call for applications and opened voter registration. The announcement was distributed to contacts and listserves in our database of civil society organizations involved in issues of forestry, climate change, and renewable energy; to those that had voted in the previous self-selection process in the summer of 2009; to the current civil society observers in the CIFs; and to those that had signed up to receive updates on the civil society self-selection processes run by RESOLVE for the CIFs. For this self-selection process, we adopted Google forms as our preferred medium for filling out the application form. It allowed us to export data to Microsoft Access and to generate user-friendly reports for the Advisory Committee to review.

While the application period was open, the RESOLVE team focused on outreach and responding to candidate questions. We managed the translation of documents and posted additional information to the website in order to ensure that voters all over the world would understand how to register and that candidate applications ran smoothly. We monitored incoming applications to identify regions that had fewer applicants and might require a concerted outreach effort, as was the case with Latin America.

Once the application period closed, we reviewed and evaluated the applications, giving each candidate a ranking based on how well they met the criteria for individual candidates (outlined in the Criteria for Civil Society Observers document). RESOLVE drafted a shortlist based on our rankings and sent it to the Advisory Committee with questions and a request for comments. RESOLVE then facilitated three conference calls to consult Advisory Committee members and prepare a final shortlist (AC members' schedules did not permit them all to be present on one call).

One issue discussed on the conference calls was whether or not a civil society observer could serve on more than one CIF committee or subcommittee. While there were some differing opinions on this subject, overall Advisory Committee members felt strongly that the value of diversity on the committees prevailed and that the same organization should not be allowed to serve on more than one committee or subcommittee at one time. The AC therefore upheld the procedure established by the Advisory Committee for the previous self-selection process. In light of this decision, RESOLVE offered existing observers the opportunity to compete for the seats on the FIP or SREP if they agreed to step down from the seats they currently held in the event that they were selected as an observer for one of the subcommittees.

On December 11, 2009, RESOLVE notified applicants whether they had been shortlisted and encouraged those who had not been shortlisted to continue participating in the process.

3. Management of the Voting Process and Submission of the Final List

On December 14, 2009, RESOLVE opened the voting process for civil society observers on the FIP and SREP. We created an announcement of the voting process and set up an online voting system. We also prepared profiles of the shortlisted candidates, available to voters once they entered the voting system. The announcement of the voting process, the webpage for voters, and the candidate profiles were translated to the same eight languages. We disseminated the announcement of the voting process to contacts and listserves in our database of civil society organizations involved in issues of forestry, climate change, and renewable energy; to those that had voted in the previous self-selection process in the summer of 2009; to the current civil society observers in the CIFs; to those that had signed up to receive updates on the civil society self-selection processes run by RESOLVE for the CIFs; and to those that had registered to vote prior to December 14th.

While the voting process was open, RESOLVE responded to questions from voters and monitored the election returns. Although there are four weeks between December 14, 2009, and January 8, 2010, when the voting was closed, RESOLVE considers only two of those weeks as “voting weeks” because of the holiday season. We left the voting system open during the holidays, but most of the votes were cast in the first and last week of the voting period. To the extent possible, we contacted those who appeared to be ineligible to vote (private sector, governmental, or non-affiliated voters) by email and asked them to clarify their affiliations. Once a week, we sent reminders to those who had registered but had not yet voted. We also continued vigorous outreach to attract voters.

Once the voting period closed, we discarded ineligible votes, added votes that had come to us by email by registered voters unable to vote online, and created a final tally of votes. From the final tally, we compiled a proposed list of observers and alternates and identified key questions for the AC’s review. On two conference calls, the AC considered 1) the results of the voting process; and 2) the criteria for achieving balance (detailed in the “Criteria for Civil Society Observers” document) when producing a final slate of seats for each committee. RESOLVE then drew up the final list of observers and alternates and submitted it to the CIF Administrative Unit.

In this self-selection process, the Advisory Committee decided to select one alternate per region in the SREP. In this way, if more than one observer cannot attend the meetings, there will always be an alternate in his or her place. We notified the successful and unsuccessful candidates by email and referred them to the CIF Administrative Unit for further information on the CIF meetings. We also drafted announcement of the final results of the self-selection process and circulated it to our lists, as well as posted it on the project website.

II. Recommendations on the Civil Society Observer Seats

Many of the recommendations below were developed based on advice from civil society participants and our advisory committees, which were composed of well-respected civil society members who do not personally have an interest in serving as observers on the CIFs. Other recommendations stem from RESOLVE's observations of the civil society community's engagement in the self-selection process and with the CIF committees. A number of the recommendations below, as well as the appendices detailing our proposals for future self-selection processes, were developed during the first self-selection process (April – August 2009) and are included again for your reference.

A. Alternates

In addition to the four civil society observers per committee, RESOLVE and the AC recommend that there be one alternate per regional seat for the SREP (four alternates in total), in order to ensure that four observers are present at all meetings. Alternates should receive all the information that is provided to observers and should be included on all correspondence and conference calls to enable them to step in as needed. We suggest that alternates serve for one year and that they may re-apply for the observer seats in the following year's selection process. Please note that this is a different recommendation from the one given by the AC in the first self-selection process, which selected only one alternate per committee for the CTF, the SCF, and the PPCR.

The FIP Design Document stipulates that there will be two civil society alternates for the Subcommittee.

B. Length of Terms/Term Limits

RESOLVE and the AC recommend that observers serve for two-year terms. The terms should be staggered, so that only half the seats turn over at one time. Therefore, half of the observers selected through this initial self-selection process will serve only one year and the other half will serve two years (to be determined at random). Observers should be limited to serving one term only.

C. Number of Seats per Organization

In the interest of ensuring diversity of representation across a limited number of civil society observer seats on the CIF committees and subcommittees, RESOLVE and the AC recommend that an organization be permitted to hold only one civil society observer seat at any one time. The AC weighed the consideration of diversity against the usefulness of overlapping seats, particularly on the SCF and its subcommittees, and determined that it is most important to foster diversity on the committees and offer a range of organizations the opportunity to be represented.

D. Vacancies

While the AC had little opportunity to consider the question of vacancies, based on the advice we received, RESOLVE recommends that any vacancies arising in the observer seats be filled by the designated alternates. Although this would leave open the alternate seat, we suggest waiting until the next self-selection process to formally fill the vacant seat. As the terms of alternate seats are one year only, the alternate would have the opportunity to run for the vacant seat at that time and new alternates could be selected as necessary through the self-selection process.

E. Responsibilities of Observers

Civil society stakeholders have identified some important responsibilities for observers, including the following:

- Preparing for meetings and gathering input from members of their organization/network/community on the issues that will be raised at the meetings
- Taking into account the concerns of the larger civil society community (and not only their own organization/network/community)
- Sharing information from the meetings and lessons learned on the process with the larger civil society community

F. Resources for Observers

In light of the geographic diversity and varying resources of the selected observers, RESOLVE recommends that a resource plan be developed to ensure effective participation of civil society observers. The plan could include orientation, training, networking tools (e.g., listservs, website), development of an agreed-upon set of obligations and norms for observers' engagement with their constituencies, and ongoing organization and facilitation of conference calls for observers to coordinate with each other on their input at the CIF meetings. RESOLVE would be interested in developing and implementing this plan, and we would be glad to discuss this opportunity further with the CIF Administrative Unit.

G. Travel Funding

During the selection process, a number of civil society members from developed countries mentioned that the lack of travel funding posed an insurmountable obstacle to their participation in the CIF meetings. In the first self-selection process, we received only one application from a developed country candidate outside the United States. In the self-selection process for the SREP, a civil society observer from outside the United States was selected for the developed country seat. For civil society participation in the CIFs to be both diverse and credible, it is important that the opportunity to serve as observers be accessible to CSOs from all regions. Therefore, RESOLVE recommends that the CIFs take into consideration the option of making travel funding available to all observers, not only those from developing countries.

H. Access to Meetings and Documents

In order for observers to be able to engage effectively in the meetings, it is important to provide them with the meeting documents sufficiently in advance of the meeting to allow them to prepare. RESOLVE recommends providing detailed agendas and key documents (to the extent possible) a minimum of two weeks in advance of the meetings. Given that observers are to provide suggestions on the agenda, as set forth in the Guidelines document, they will also need to be informed of or involved in the process of agenda development.

At the meetings, RESOLVE recommends that observers be allowed to participate in as many sessions as possible, maximizing their ability to contribute to the work of the committees. For the observers on the SCF and its subcommittees in particular, it would be helpful if they could attend the meetings of both committees, even if they are simply listening in on the meetings of the other committee. A civil society member also

suggested that other CSO members be permitted to listen to the proceedings. While the selected observers would remain the designated spokespeople, open meetings would help their civil society constituents to stay abreast of the issues and more productively interact with the observers. We propose that the CIF Administrative Unit consider this suggestion for future meetings.

I. Translation Services

RESOLVE commends the effort that the CIF Administrative Unit put into providing translations of outreach documents for the civil society self-selection processes. Translating announcements and descriptions of the process was critical to encouraging the broad participation of the civil society community. RESOLVE urges the CIF Administrative Unit to continue this practice in future processes. To the extent that we were able to track the use of documents in different languages, we observed that Arabic, Chinese, French, Spanish, Portuguese, and Russian were used by voters.

Furthermore, for effective CSO participation, it is important that the observers be able to understand and communicate effectively in the CIF meetings, which can often be challenging and technical. Given the variation in the language abilities of the observers (although all of them have some capacity to communicate in English), it would be helpful to establish a mechanism, perhaps with the assistance of member countries, to provide translation services to those who request it at the CIF meetings. This might be of greater importance in the case of the PPCR community seat. If this representative is expected to be a legitimate representative of a local community, he or she might not have the advanced English skills that are required for effective participation. Therefore, we suggest exploring options for providing translation services for those who need them.

Appendix A: Proposal on Future Self-Selection Processes

Developed after the First Civil Society Self-Selection Process in August 2009

In consultation with our Advisory Committee, RESOLVE has developed a self-selection process for the civil society observer seats. In order to select future observers in the context of the annual Partnership Forum, RESOLVE proposes to integrate the Partnership Forum into the self-selection process we developed in a manner that takes advantage of the opportunities offered by the Forum.

While holding the election of the observers at the Forum is a possibility, this idea has some significant drawbacks. First, it would severely limit participation in (and thus the legitimacy of) the self-selection process because only those able to attend the Forum could vote; second, it presents implementation difficulties (would all the candidates attend the Forum? Would they be funded to do so?); and third, it could turn the Forum into an occasion for lobbying and campaigning, which seems to run counter to its purpose. Therefore, RESOLVE suggests taking advantage of the presence of many civil society groups at the Forum to bolster and contribute to the self-selection process.

In RESOLVE's proposed process, the annual Partnership Forum serves as a venue for the following tasks to select observers for the following year:

- Identifying and recruiting participants to serve on an advisory committee
- Reviewing and refining the selection criteria for observers and criteria for voters
- Registering organizations to vote in the next selection process
- Identifying organizations that can help disseminate the call for applications as well as information on the self-selection process
- Encouraging organizations and networks to nominate candidates for the observer seats

In addition, the Forum is an opportunity for civil society members and the current observers to learn about and discuss substantive issues that will be considered at the CIF meetings over the next year. This will enable more informed representation. Further, encouraging wide participation and relationship building will help the CIF observers represent civil society interests at CIF meetings.

Given the significant amount of work required to run the self-selection process, RESOLVE recommends that the process be conducted either by: 1) an advisory committee with a strong chair and a funded secretariat; or 2) an independent organization, serving as both a secretariat and process lead, guided by an advisory committee. If the latter option is chosen, RESOLVE remains interested in working on the observer self-selection processes for the CIFs and would be glad to explore this opportunity with the CIF Administrative Unit. (Hereafter, the chair/secretariat or the independent organization is referred to as the "coordinator.") In recognition of the contribution of the advisory committee members, the CIF Administrative Unit might consider providing a small honorarium to the organizations of those who volunteer to participate on the advisory committee.

Once the advisory committee is in place, the coordinator prepares documents for its review, including criteria for observers, criteria for voters, and application documents. The coordinator also sets up a website for the self-selection process. The coordinator then issues the call for applications, giving candidates a minimum of a month to respond. For each of the committees, the four seats are divided by geographic region: one

developed country seat, one for Africa, one for Asia, and one for Latin America.² The candidates apply for a specific regional seat.³ The announcement is distributed widely to relevant listservs and organizations. We recommend that the instructions to applicants and the call for applications be translated into languages relevant to the committees in order to ensure accessibility and broad participation in the process.

Once the applications have been received, the coordinator and the advisory committee rank the candidates based on their qualifications and the criteria for observers to produce a shortlist. Profiles of the shortlisted applicants, as well as instructions to voters, are translated into relevant languages and posted on the self-selection process website.

The coordinator then issues an announcement of the voting process, which should last for a minimum of two weeks. Voters can register prior to or throughout the voting process; they must provide sufficient information on their organizations for the coordinator to verify that they are members of the civil society community (using the criteria for voters established by the advisory committee). Voters select one region only and vote for the candidates in that region in order to produce a more informed result that better reflects the concerns of civil society in each region. Organizations are allowed one vote; if multiple votes from an organization are received, then the coordinator asks that organization to consolidate its votes.

After the voting period closes, the coordinator eliminates any ineligible votes from the count, tallies the results, produces a draft slate for each committee, highlighting where key criteria are missing and proposing possible solutions based on the results of the election. The advisory committee considers both the election results and any criteria it has established for ensuring balance when producing a final slate of seats for each committee. For example, if none of the four proposed observers for a committee are women, the advisory committee could decide to move the woman with the most votes into her regional seat and make the first place candidate the alternate. The objective is to ensure that the final selections meet as many of the established criteria as possible. In addition, the advisory committee selects the alternate for each committee, based on the election results and the balance considerations. Finally, the coordinator delivers the list of selected observers to the CIF Administrative Unit.

² In the case of the FIP, where there are only two civil society observer seats, the criteria stipulated that at least one of the observers be from a developing country and that both observers cannot be from the same region concurrently.

³ Given that the observers serve two-year staggered terms, only half of the seats will be up for election in any one year.

Appendix B: Proposal for the Selection of a “Representative from a Community Dependent on Adaptation Approaches to Secure Livelihoods” to the PPCR

Developed after the First Civil Society Self-Selection Process in August 2009

The Pilot Program on Climate Resilience Sub-committee has designated one seat for a “representative from a community dependent on adaptation approaches to secure livelihoods” and RESOLVE is charged with presenting a proposal for filling that seat. We considered a few process options, including the idea of using in-country networks to select an observer from among their members. There were some challenges with this approach, however, such as the issue of varying capacity among country networks; the question of how to identify and choose among different networks; and the problem of potentially excluding those who are not members of particular networks.

In order to create as inclusive and fair a process as possible, RESOLVE recommends incorporating the selection of this seat into the overall self-selection process for civil society organizations described in Appendix A. It is likely that identifying appropriate community-level candidates will be more challenging than finding candidates for the other civil society observer seats. Therefore, additional outreach efforts will be required. To narrow the focus, RESOLVE proposes limiting the geographic scope of the community seat to those countries receiving funding under the PPCR (or perhaps only to recipient countries that are not already represented by observers).

The coordinator described in Appendix A would take the lead on outreach efforts for the community seat. Prior to the Partnership Forum, the coordinator uses the opportunity presented by the event to invite organizations and networks in recipient countries to bring nominations of possible candidates and/or suggestions of other organizations, networks, listservs, or community leaders that could be contacted about nominations. The coordinator also develops a proposed list of criteria, and, if necessary, separate application materials for the community seat in consultation with the advisory committee. At the Forum, the coordinator gathers information on possible nominees and outreach targets and solicits participant input on the community seat criteria.

Throughout the process, the coordinator continues to conduct aggressive outreach to networks, organizations, and community leaders in the target countries with the goal of ensuring an adequate pool of qualified nominees. At the same time, the coordinator invites community representatives to register to vote in the eventual election. In developing criteria for voters, the advisory committee also needs to consider whether to limit the number of votes per community (organizations are currently limited to one vote). After the voting process is complete, the advisory committee decides on an alternate for the community seat.

RESOLVE suggests that community representatives serve for one year to allow other recipient countries the opportunity to have an observer on the sub-committee.

Appendix C: Criteria for Civil Society Observers

RESOLVE developed these criteria in consultation with nonprofit civil society stakeholders in April – November 2009. The Advisory Committee to RESOLVE on the self-selection process, composed of well-respected civil society members who do NOT have an interest in holding the observer seats, helped to refine these criteria.

Criteria for Individual Candidates

These criteria will be used to evaluate and rank candidates for the observer seats:

- a) Demonstrated affiliation with a nonprofit organization or network with a mandate relevant to the purpose and objectives of the CIF committees OR demonstrated affiliation with a community affected by the work of the CIF committees
- b) Expertise relevant to respective committees
- c) Committed to open and transparent communication
- d) Ability, interest, and capacity to consider the needs and concerns of the larger community (not only own organization/network/community) and report back to the larger stakeholder community
- e) Independence – must disclose current, past, and pending contractual or direct financial relationships with the World Bank, other international financial institutions, and export credit agencies
- f) Ability and willingness to influence the process, stay engaged, and prepare for the meetings
- g) Ability and willingness to take a leadership role in the annual Partnership Forum (e.g., serve on an advisory committee organizing the event)

Criteria for Achieving Balance

Based on the Design Document for the FIP and the Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees in the case of the SREP, RESOLVE and the Advisory Committee will use the following criteria to ensure that final list of observers is balanced and inclusive:

- a) Balance of geographic representation, to ensure that one region will not be overly represented. On the FIP, there cannot be two observers from the same region concurrently.
- b) Balance of gender
- c) Representation of developing countries on each subcommittee (for the SREP, three of four seats will be filled by developing countries; for the FIP, at least one of two seats will be filled by developing countries)
- d) Inclusion of grassroots-level and community-based organizations

Other Balance Considerations

In addition, RESOLVE and the Advisory Committee may consider these elements for the overall balance of the committees:

- a) Balance of focus/expertise (e.g., technical, social dimensions, human rights, development, forests, green technology, environmental, climate change mitigation and adaptation)

- b) Balance of advocacy/watchdog organizations, policy institutions, and organizations that represent a network
- c) Balance of a range of perspectives on the multilateral development banks (MDBs), including those voices that might have been missing from the table
- d) **For the FIP:** Balance of representation from countries that are home to different types of forests (e.g., tropical, subtropical, boreal)

Annex 2: Final Report – World Business Council on Sustainable Development (WBCSD)

Background

The WBCSD was approached by the Administrative Unit of the Clean Investment Funds (CIF) in early 2009 to facilitate the selection of private sector observers to the committees of Clean Technology Fund (CTF) and Strategic Climate Fund (SCF) and the sub-committee of the Pilot Program for Climate Resilience (PPCR). WBCSD developed a selection process to provide credible, permanent observers who could provide viable input to the CIF funds and feedback into the broader business community.

As an interim measure while the selection process was put in place, we provided temporary observers to the May CIF meetings in Washington..

In October 2009, WBCSD was asked to provide the same services for the Forest Investment Program (FIP) and the Scaling-up renewable energy in low-income countries (SREP) whose design phases had just been completed.

In January 2010 we were also requested to provide a business guide as well as to assist in the organization of the Partnership Forum in Manila, The Philippines on 17 March 2010.

Process development

Creation of an Advisory Body

In order to create a transparent, equitable and fair process WBCSD decided to establish an independent Advisory Board⁴ (AB) to develop the criteria for selection and to select the observers. The AB was comprised of five respected climate, intergovernmental and business experts. The AB developed guidelines, and terms of reference and application procedures and deadlines for the respective funds. In view of the specialized nature of the FIP sub-committee, a separate FIP AB was established.

Communication

The call for applications was widely distributed through WBCSD networks, Climate L, the business and industry organizations admitted to the UNFCCC, the ICC and the Administrative Unit networks. A specific [web page](#) was created and regularly updated with the relevant information for the self selection process and on the funds.

⁴ See Annex I for details

Selection process

Following the deadline, the applications were checked for eligibility, organized and classified by WBCSD. This information together with supporting documentation was shared with the AB, which then made its recommendations following a teleconference.

Round1 - CTF, SCF & PPCR (May-August 2009)

The initial selection process for the three funds – CTF, SCF and PPCR took **three months**, with the call for applications being open for three working weeks. 10 applications were received and two candidates for the CTF and SCF recommended. It was decided to extend the deadline for the PPCR because the candidates did not fulfill the requested criteria.

Round 2: FIP & SREP & PPCR (Dec 2009-Feb 2010)

The implementation of the selection of private sector observers for the FIP and SREP was strategically delayed due to Copenhagen. The difficulties in drawing attention to the call for applications at this time, compounded by the in-availability of climate experts was thought to adversely affect a credible process. It was also necessary to create a separate AB for the FIP and to re-convene the earlier AB with a new chair.

The selection processes for the FIP and SREP followed the same principles as developed for Round 1. While the call for applications for FIP was opened for **a month**, the process for the SREP was shortened in order to try and attain the deadlines provided by the Administrative Unit, with the call for applications being reduced to **two weeks**.

There were five eligible candidates for the FIP and two have been recommended as observers, while an alternate recommendation is being considered.

There were nine eligible candidates for the SREP and two and two have been recommended as observers.

For the PPCR following the extension, two eligible applications were received and have been recommended by the AB as observers.

A full list of private sector observers may be found in Annex 11.

Process output

Private sector awareness

The process has **created awareness on the CIF funds** in the climate change business community and has attracted a number of candidates.

Even if the number of eligible candidates has not been large, with the CTF being the most popular by far and the PPCR the least popular, it is a first start which is reasonable due to the limited understanding of

the Funds and the competition for attention at a time when the climate change process has been attracting global attention.

The breakdown of developed, developing country applications for the funds and the final selection of observers can be seen in Annex III. The CTF and SCF attracted exclusively developed country interest while the later funds have attracted more diverse interest.

CIF attendance

Private sector observers have attended one set of meetings to date in Washington (October 2009). At these meeting there were four observers present, who **provided input mainly regarding the process** but had been expecting providing more value, based on their expertise.

Institutional experience

The WBCSD has gained **experience and learned lessons** in engaging the private sector in intergovernmental processes. This experience in understanding the **fund processes** and in selection-**process management** as well as dealing with the challenge of **engaging the private sector** in a process **where the value-added is unclear for the private sector**. The private sector has expressed its interest in engaging with the CIF Funds and can add value through providing business-relevant, constructive input on the design of the funds. Business advice can influence the effectiveness of the funds, but private sector individuals have difficulty in rationalising using their limited resources in discussing process.

Information products

In addition to the web pages set up exclusively for the CIF on the WBCSD website. The WBCSD is producing a Business Guide to the CIF, the first version of which will be ready for the Partnership Forum in Manila.

Observations

Process

i) Timing

Credible processes take time. They should be carefully constructed, open, transparent and rigorous. It needs broad dissemination and a significant effort in explanatory communications. It is beneficial to bundle processes which are similar together since this maximizes efficiencies.

For the selection process, **one round requires a minimum of two months**, if the framework for the process is already constructed. If the process has to be set up from scratch – creating a knowledge base, developing a process, writing documents, developing a website it requires a **minimum of five months**.

ii) Observers and alternates

Two private sector observers have been selected for each fund, with the FIP having an extra two Alternates. All the private sector observers have similar generic capabilities although with specific technical expertise for individual funds, which overlap to a large extent between certain funds e.g. CTF and SCF. The concept of each private sector observer being able to alternate across the funds will assist in **creating an observer "pool" of knowledge across the funds**, and so help increase the overall learning.

It will also allow **greater participation** at individual fund meetings, particularly those less "attractive" and allow a greater sharing and pooling of knowledge. The downside is that individual focused expertise for any fund might be diluted.

iii) Meetings process

To date there has been only one meeting where the CTF and SCF private sector observers have been present, and so it is difficult to draw conclusions. However the feedback received was:

- There were no preparatory briefing
- Closure of the meetings for an executive session without prior warning
- Exclusion from the discussion over investment plans

The overall feedback from the PS observers has been variable. Private sector is less attuned to institutional processes and does have high results-driven expectations for their time. Furthermore the nature of the discussions, sometimes process driven, others too generalist, limits the interest of business. Private sector representatives have little time to render reports or to provide dedicated attention and preparation to process.

Business NGOs are funded by companies, and need to be selective in choosing which international process to follow, since they require time and resources to understand and to create a business role. However, business organizations are the most capable of bringing several business voices to the table.

There is still an important need to raise awareness of the CIF funds among the business community. To provide more value out of the meetings for the sector at large, may require that they are backed by an institutional presence e.g. WBCSD.

iv) Managing expectations -better understanding of role for observers

The private sector is not interested in dealing with process but is willing to provide expert advice on issues where they have competence. The rationale for business presence needs to be better explained to promote effective involvement.

The value for business representatives to be present at the table could be to follow the process, bring in comments and to act as a channel to bring in technical, financial or sector experts as necessary. This could be that the presence is generic but that a system is set up to draw on bigger private sector pool.

v) Administrative Unit (AU)

It is important to have a person at the AU who understands business and liaises effectively with them. This relationship should be cultivated to develop a solid working relationship based on trust. Good communication and pre-warning of meetings and deadlines etc. is critical. The recent addition of a private sector specialist is a useful start to develop effective interaction through the WBCSD and observers. Neither the private sector observers nor the WBCSD is solely focused on the CIF and hence a briefing/meeting before hand on the overall meetings, and any upcoming issues etc would be helpful.

Observer representation

i) Geographic representation

Balanced geographic representation is a challenge. Although the private sector has used the WBCSD and ICC networks as well as the MDB networks through the Administrative Unit, the response from developing countries has been low. This phenomenon reflects the reality in the current business organization world where the developing country business organizations have a lesser global reach and are less familiar or interested in intergovernmental processes.

The participation of developing country business may go hand in hand with capacity-building, national and regional awareness raising and national measures.

The Partnership Forum and the MDBs can play an important role in this, in partnership global business and more regional or national business focus. Another aspect is the communication strategy at regional national levels to create internal interest in low-carbon strategies. This may not be the role of the funds but would play an important role in developing internal capacity.

ii) Business engagement

Business will need to provide the technological solutions which are needed to implement the roll out of the CIF funds. The private sector also provides the bulk of the investment and has expertise on how investments are made. Business can bring business-reality to develop viable models which have the attributes to attract investment and can provide expertise on financial tools which can make investments more attractive. A business input into the design of the plans, programs and instruments should have immense value. However the process needs to create opportunities to allow this, which are attractive to business.

The current observer role⁵ provides an important platform for influence. To optimize this influence, the private sector needs to dedicate resources to follow the funds and the processes supporting them. Private sector business individuals rarely have dedicated time to do so – unless they see that their inputs are valued. It could be more useful for a business organization can provide a “service” and create a mechanism to bring in private sector input for focused needs.

⁵ It was agreed by the CIF Funds that observers may: Request the floor during discussions of the Trust Fund Committee to make verbal interventions; Request that co-chairs add agenda items to the provisional agenda; and recommend external experts to speak on a specific agenda item to the Trust Fund Committee or the co-chairs.

Processes which allow business input while not compromising the role of the decision-makers are important. Incentives for further business input include:

- **Ability to provide input on Investment Plans.**

To be of value business input should be possible before the investment plans have been decided. This would allow the private sector input to contribute to the learning process in the design of the funds and ensure a more effective use of the funds. In addition to providing comments, it would be most beneficial if the private sector observers are part of the discussions between the relevant parties. In this case they would be able to better explain and clarify their own comments and understand the country positions.

The changes made to the rules of procedure for the CTF to allow observers to provide comments during the executive board discussion on the investment plans is positive, but ideally should go further: PS observers should be allowed in the room during discussion even if they cannot intervene.

If the political sensitivities are deemed too great in a "public forum", then alternative mechanisms could be proposed, such as informal meetings between private sector and individual countries.

- **Potential to be included on joint missions**

The presence of business expertise on joint missions could be very valuable, as realized in the provisions of Annex B of CTF document. It allows business to be able to provide input and business-advice at the beginning, when plans are more formative. The private sector may apply to be part of the expert groups who provide recommendations on country choices.

Both these opportunities may need better communication to the private sector to develop greater participation.

- **Access to documentation in a timely way**

To provide informed input to meetings it is important that the observers have adequate time to prepare. The observers need to consult and gather information from a broad group often with different perspectives and this does require time and development of mechanisms to make this most effective. This is also the case for the Investment Plans – private sector observers need access to these documents before the meeting to be able to make informed input.

The CIF website now provides a very clear and information rich site. For observers to provide input at meetings they do need to be adequately prepared. It would be useful if there could be a system that when new documents are posted that they could be automatically notified. The circulation of the agenda only ten days before does not give them much time.

It would be also useful to have greater head room on the dates of future meetings.

- **Partnership Forum (PF)**

The PF has excellent objectives. Success requires good communication and planning including with the stakeholders to be effective. If the private sector is given a role then it needs to be realized, and if an Advisory group is set up it needs to function. The funds are at an early stage, and implementation may not be far advanced – hence it should be important to focus on what the objective is and who the target audience is. If the location of the PF is not at a global hub, potential participants will need to be invited well in advance with clearly identified roles as part of an “attractive” programme in order that they will attend and can then plan in advance.

This has been difficult for Manila with the PS represented in the funds being brought in sporadically and some very late, in a confusing process, some after the agenda has been settled and with little clarity on roles and responsibilities.

Moreover, the opportunities of engaging the private sector observers present at the CIF meetings, in preparations for the PF could have been better exploited.

Lessons learned by WBCSD

Process management

It is most effective to bundle and streamline the process – with one set of guidelines for all funds and the specifics as an annex. For the next selection process- it is advisable that the processes are run in parallel. It allows that candidates can be looked at across the funds to ensure a better balance and to maximize use of expertise.

It would also allow better use of the Advisory Board members’ time.

Added-value

The role of WBCSD was to facilitate selection of private sector observers. This process could be seen as a goal in itself and then to hand over further “liaison” or “facilitation “ to the AU.

However it has become obvious in this process, that there is an interest from private sector in general regarding these funds, although the applications have not been numerous. The interest level has not been accompanied by a willingness to put time, effort and financial resources into attending meetings which are seen as process-oriented and which do require a lot of background work, and post meeting follow-up.

In order to maximize the benefit to the funds and to develop more interest from business, and more knowledge sharing the following approaches could be pursued:

- WBCSD secretariat should try to be represented even as a passive observer to allow for consistency, institutional learning and follow-up
- Treat the observers as a pool with specific strengths. Work with the group for any particular meeting to make sure all funds, including the less popular are covered
- WBCSD to organize a prep call with WBCSD to go over agenda and documents and decide on strategy, and inputs
- Increase value from meeting attendance - organize in advance an informal get together before hand, arrange meetings with recipients and donors , after the meetings get together to download session
- WBCSD to organize a post meeting – circulate report – add to web – arrange inter-sessional calls/follow-up
- Provide a more active role (higher involvement) for the private sector observers in preparing the Partnership Forum.

Rationale and need for incentives

The governance structure for the funds is innovative for multi-lateral structures – the balance between donor and recipient countries and the “active“ role for observers. The rationale for the private sector presence needs to be clarified – transparency or real input? The private sector is less interested in being there for process-oriented items, rather to provide technical or expert input. If for transparency then the sessions could be webcast and covered by less technical persons.

As mentioned earlier the demand from the private sector to be selected was greatest for the CTF, SCF and SREP with less interest in the FIP and even less in the PPCR. Initially the observers were categorized individual fund silos. If the observers were regarded as a **pool of observers** to the CTF and SCF, who could also cover the other funds, except the FIP which is more specialized – this could result in better participation and more knowledge sharing. It is expensive to come to Washington or Manila for a day meeting. The notion of individuals being able to alternate across the funds would support this.

Opportunities to meet with the **recipient and donor countries** and discuss investment plans informally would provide opportunities to build better understanding and allow informal input.

Webcasts of the meetings could **increase interest** and help to disperse information more broadly. Of course this would exclude the Executive sessions.

It could also be useful to create **an expert pool** – which could be called on for expert input on demand. This could be facilitated by having discussion groups on particular topics. This could be of interest to the private sector. The expert pool should include the financial side and the technology side.

ANNEX I

Climate Investment Funds

General Principles for the Advisory Board

February 2010

Composition

The Advisory Boards are comprised of five experts in the fields of climate policy, mitigation and adaptation technologies and financing and intergovernmental processes. The chair will be an experienced, respected business individual with broad experience in the business elements of climate change, experience in the world of climate negotiations and proven skills in management.

Responsibilities

The main responsibilities of the Chair are:

- **Revision** of the terms of reference (TOR) for the selection processes⁶ and **guidance on the criteria** for the selection of candidates
- **Chairing** the tel.-conference for the selection of two observers for the committee/sub-committee.
- Possibility to have an **active involvement** in the annual Partnership Forum (multi-stakeholder meeting on the margins of the CIF meetings)
- Having his/her name **included** as a member of the Advisory Board in our communications as part of the self-selection process and on the website
- **Resolving** any matters in dispute during the process and having the deciding voice.

The responsibilities of the Advisory Board are to decide on the recommended observers to the funds, and to resolve any matters related to this, per tel-conference.

Principles

The advisory board agreed to adopt the following principles to guide their recommendations of candidates.

- Maximizing business interest - not having one organization on two sub-committees, provided there are good alternative candidates.
- Balancing the two organizations represented on each committee:
 - one could have broad communications/network, the other specific relevant expertise

- each observer need not represent a global voice, but the choice of observers could complement each other to provide a balanced participation
- Requiring a broad understanding of international processes and an interest and capacity in knowledge sharing and dissemination.
- Not proposing an inadequate candidate where there might be a lack of suitable candidates.

Private Sector Advisory Boards to the CIF

February 2010

Advisory Board	Position	Name	Title
CTF, SCF, PPCR 1 May - Nov 2009	Chair	Egil Myklebust	Former CEO NorskHydro, SAS
CTF, SCF, PPCR, SREP 29 January 2010 -	Chair	Steve Lennon	Managing Director, Corporate Services Division, ESKOM
		Brigitte Cuendet	Program Manager, State Secretariat for Economic Affairs (SECO)
		Richard Baron	Deputy head for energy efficiency and environment, IEA
		Wanna Tanunчайwatana	Manager, Technology, UNFCCC
		William Kojo Agyemang-Bonsu	UNFCCC Focal Point/CDM-DNA, Ghana Energy Resources and Climate Change Unit Environmental Protection Agency
FIP 1 January 2010 -	Chair	George Weyerhauser	Partner, Houghton Cascade
		Brigitte Cuendet	Program Manager, State Secretariat for Economic Affairs (SECO)
		Maria Sanz-Sanchez	Programme Officer, ATS, UNFCCC
		Tony La Vina	Dean, Ateneo School of Government , The Philippines
		Stewart McGinnis	Head, Forest Programme, International Union for Conservation of Nature (IUCN)

Annex II

Climate Investment Funds

Private sector observers⁷

1. *Clean Technology Fund*

World Business Council for Sustainable Development (WBCSD), Geneva, Switzerland - Marc Stuart, EcoSecurities

Global Wind Energy Council (GWEC), Brussels, Belgium - Steve Sawyer (alternate BCSE/Lisa Jacobson)

Business Council for Sustainable Energy (BCSE), Washington, USA – Lisa Jacobsen (Alternate)

2. *Strategic Climate Fund*

International Chamber of Commerce (ICC), Paris France - Granville Martin, JPMorgan Chase

MEDA, Waterloo, Canada - Elizabeth Wallace

3. *Pilot program for climate resilience (PPCR)*

World Business Council for Sustainable Development, Geneva, Switzerland - Celine Herwijer, PricewaterhouseCoopers

BEA International, Nairobi, Kenya- Patrick Karani

4. *Forest Investment Program*

Associação Brasileira das Empresas de Mercado de Carbono (ABEMC), São Paulo, Brazil - Marco Antonio Fujihara, KEYASSOCIADOS

World Business Council for Sustainable Development (WBCSD), Geneva, Switzerland - James Griffiths

Environment Business Australia, Sydney, Australia - Marisa Meizlish/Ben Guillon, New Forests

⁷⁷ As of 1 March 2010

5. *Scaling-up renewable energy in low-income countries (SREP)*

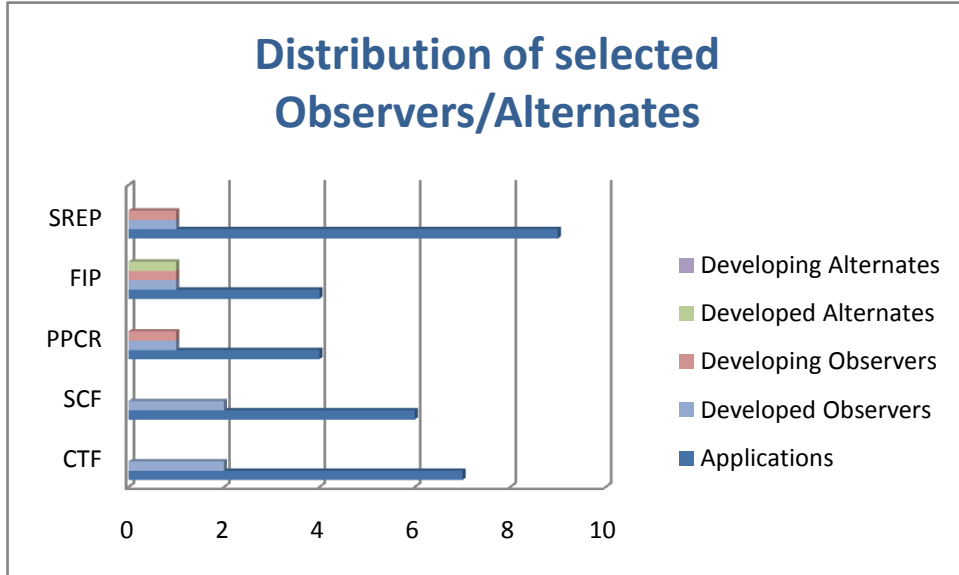
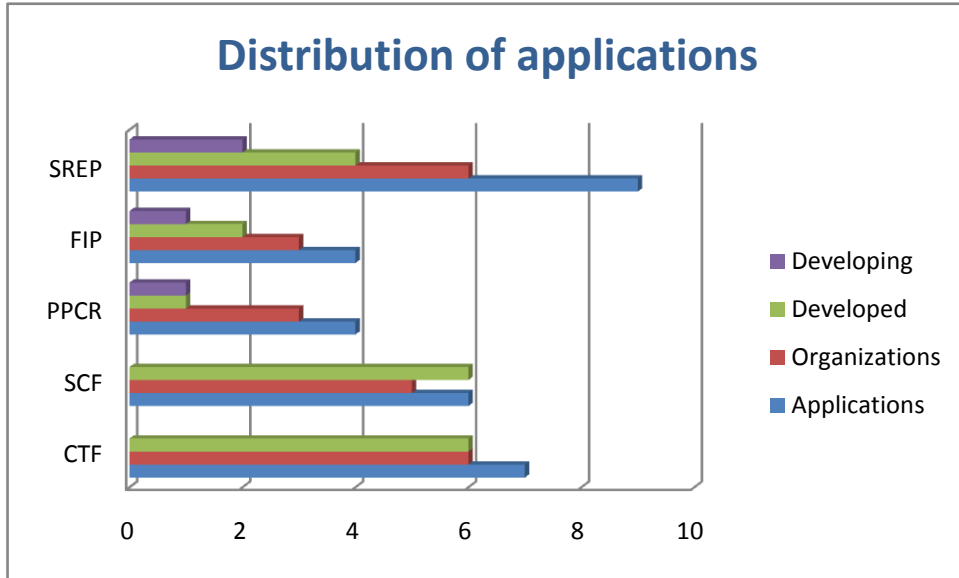
Carbon Finance Working Group, Addis Ababa, Ethiopia - Ambachew Fekadeneh Admassie, Ethan Biofuels

Climate Technology Initiative Private Financing Advisory Network (CTI PFAN), Mie, Japan - Peter Storey (first year March 2010-Feb 2011)

International Renewable Energy Alliance (REN Alliance) and International Hydropower Association (IHA), London, United Kingdom – Richard Taylor (second year March 2011-Feb 2012)

Annex III

Private sector applications and selection



**Annex 3: List of Observers from Non-Profit Civil Society and Private Sector
(as of March 3, 2010)**

Name	Organization	Country	CIF Committee
Non-Profit Civil Society			
Observers			
John Bosco Gakumba	NILE Basin Discourse Forum in Rwanda	Rwanda	CTF TFC
Bhawani Shanker Kusum	Gram Bharati Samiti	India	CTF TFC
Smita Nakhooda	World Resources Institute	USA	CTF TFC
Omar Esau Nuñez Vasquez	Honduran Association of Boards for Water Systems Administration	Honduras	CTF TFC
Elder Ogazi Emeka	Transparency and Economic Development Initiatives, Climate Change Nigeria, and Publish What You Pay Nigeria	Nigeria	SCF TFC
Bhola Bhattarai	Federation of Community Forestry Users Nepal (FECOFUN)	Nepal	SCF TFC
Susanne Breitkopf	Greenpeace International	USA	SCF TFC
Teresa Flores Bedregal,	Association for Defense of Nature – PRODENA	Bolivia	SCF TFC
Maurice O. Odhiambo	Resource Conflict Institute (RECONCILE)	Kenya	PPCR SC
Maksha Ram Maharjan	CARE Nepal	Nepal	PPCR SC
Ilana Solomon	ActionAid	USA	PPCR SC
Sergio Fonseca	APREC Coastal Ecosystems	Brazil	PPCR SC
Susanne Breitkopf	Greenpeace	USA	FIP SC
Guy Patrice Dkamela	Network for the Environment and Sustainable Development in Central Africa (NESDA-CA)	Cameroon	FIP SC
Lilian Yeng (Alternate)	Tapumu Community	Ghana	FIP SC

Bijay Nanda (Alternate)	Sandhan Foundation	India	FIP SC
Vidya Sagar Devabhaktuni	SKG SANGHA	India	SREP SC
Lisa Elges	Transparency International	Germany	SREP SC
Elsia Paz	AHPPER	Honduras	SREP SC
Eldad Umenjoh	Spire International Cameroon	Cameroon	SREP SC
Alternates			
Wasim Wagha	DAMAAN Development Organization	Pakistan	CTF TFC
Sena Alouka	Jeunes Volontaires pour l'Environnement	Togo	SCF TFC
Ghan Shyam Pandey	FECOFUN	Nepal	PPCR SC
Lilian Yeng	Tapumu Community	Ghana	FIP SC
Bijay Nanda	Sandhan Foundation	India	FIP SC
Doti Halake	Kenya Green Energy Foundation	Kenya	SREP SC
Julieta Abrigana	Center for Alternative Resources & Authentic Technology Services (CARATS), Inc.	Philippines	SREP SC
Richard Jordan	World Harmony Foundation	USA	SREP SC
Pedro Bara-Neto	World Wildlife Fund	Brazil	SREP SC
Private Sector			
Marc Stuart (Ecosecurities)	The World Business Council for Sustainable Development		CTF TFC
Steve Sawyer (supported by Business Council for Sustainable Energy (BCSE)/ Lisa Jacobson)	Global Wind Energy Council (GWEC)		CTF TFC
Granville Martin (JP)	International Chamber of		SCF TFC

Morgan Chase)	Commerce (ICC)		
Elizabeth Wallace	MEDA Investment Inc		SCF TFC
Marco Antonio Fujihara	Associação Brasileira das Empresas de Mercado de Carbono (ABEMC)	Brazil	FIP SC
James Griffiths	World Business Council for Sustainable Development	Switzerland	FIP SC
Marisa Meizlish (New Forests)	Environment Business Australia	Australia	FIP SC
Ben Guillon (New Forests)	Environment Business Australia	Australia	FIP SC
Celine Herwijer (PricewaterhouseCoopers)	World Business Council for Sustainable Development		PPCR SC
Patrick Karani	BEA International		PPCR SC
Ambachew Fekadeneh Admassie (Ethan Biofuels)	Carbon Finance Working Group	Ethiopia	SREP SC
Peter Storey	Climate Technology Initiative Private Financing Advisory Network (CTI PFAN)	Japan	SREP SC (first year March 2010-Feb 2012)
Richard Taylor	International Renewable Energy Alliance (REN Alliance) and International Hydropower Association (IHA)	United Kingdom	SREP SC (second year March 2011-Feb 2012)