

CLIMATE INVESTMENT FUNDS

April 20, 2009

**GUIDELINES FOR INVITING REPRESENTATIVES OF CIVIL SOCIETY TO
OBSERVE MEETINGS OF THE CIF TRUST FUND COMMITTEES**

Introduction

1. The CTF Trust Fund Committee and the SCF Trust Fund Committee, at their meetings in January 2009, approved the guidelines presented in this paper to promote the participation of civil society in the Trust Fund Committee meetings¹ in accordance with the Committees' rules of procedure.

2. The rules of procedure approved by the CTF and the SCF Trust Fund Committees in November 2008, provide that "The Head of the Administrative Unit, in consultation with the Trust Fund Committee, may also invite representatives of civil society selected through a consultation among themselves to observe any Meeting except for the portions of the Meeting that are declared to be Executive Sessions."

Scope of participation at the meetings

3. Civil society representatives should be invited to participate in the meetings of the Trust Fund Committees as "active" observers, similar to the status of UN agency observers already agreed by the Trust Fund Committee. This means that observers may:

- a) request the floor during discussions of the Trust Fund Committee to make verbal interventions. Selected observers from each of the constituency groups are requested to work together to coordinate their interventions so as to maximize the efficiency of the Trust Fund Committee proceedings,
- b) request the Co-Chairs to add agenda items to the provisional agenda, and
- c) recommend to the Trust Fund Committee or the Co-Chairs external experts to speak on a specific agenda item.

Constituencies to be represented

4. For the purposes of providing for diverse stakeholder representation in the CIF Committees, as a general principle, civil society, indigenous peoples and the private sector (including private companies and business associations) should be represented. Constituencies should be invited to self-select their representatives.

5. Civil society organizations (CSOs) are understood to include any independent non-profit organization of individuals working toward a common objective whose mandate is relevant to the purpose and objectives of the fund which is governed by the Trust Fund Committee or Sub-Committee for which observers are being selected. This includes large international NGOs as well as national and community-based organizations (CBOs). The selection process should determine whether or not a particular organization is recognized as a CSO.

¹ For purposes of this paper, Trust Fund Committee meetings include meetings of the CTF Trust Fund Committee, the SCF Trust Fund Committee, and PPCR Sub-Committee. The SCF Trust Fund Committee should consider the application of this policy to the Sub-Committee meetings of other targeted programs once they are established.

6. For purposes of the Clean Technology Fund, it is understood that civil society representatives may include representatives of NGOs, development and environment institutions and “think tanks”, local communities and indigenous peoples groups.²

Number of observers in Trust Fund Committee meetings

7. Taking into account the scope and objectives of the Funds, the following number of observers should be invited to the Trust Fund Committee meetings:

CTF Trust Fund Committee

- a) 4³ CSO representatives which may include representatives of NGOs, development and environment institutions and “think tanks”, local communities and indigenous peoples groups;
- b) 2 representatives from business associations and groups, one from a contributor country and one from a developing country.

SCF Trust Fund Committee

- a) 4 CSO representatives with balanced development status/gender/geographic representation
- b) 2 Indigenous Peoples representatives
- c) 2 Private Sector representatives

PPCR Sub-Committee

- a) 4 CSO representatives with balanced development status/gender/geographic representation
- b) 2 Indigenous Peoples representatives
- c) 2 Private Sector representatives
- d) 1 representative from a community dependent on adaptation approaches to secure livelihoods

Responsibilities of observers

8. It is recommended that the representatives selected to attend the meetings be responsible for:

- a) consultation with other stakeholders in their constituency,
- b) representation in meetings of the interests of their constituency, not just of their own organization,
- c) compliance with agreed consultation guidelines/standards developed by a representative group of their constituency.

² See Summary of the Co-Chairs, CTF Trust Fund Committee Meeting, January 29-30, 2009, paragraph 11.

³ This number is proposed to allow for one representative from a developed country, and one representative each from Africa, Asia and Latin America on each Committee.

Terms for observers

9. 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.

Partnership Forum

10. The Partnership Forum should be used to facilitate and promote civil society consultations and maximize civil society contributions to the objectives of the CIF. This can be achieved, in part, by including civil society representatives in the planning and agenda setting for the Partnership Forum. The representatives selected to attend the Trust Fund Committee meetings should be responsible for organizing civil society representation at the Partnership Forum.

11. Civil society representatives are invited to use the opportunity of the Partnership Forum to consult with each other and with Trust Fund Committee members. The budget for the Forum should include resources to cover the participation of civil society representatives from developing countries. It is expected that rotating the location of the Partnership Forum among the MDBs will provide opportunities for greater regional representation and consultation over the rotation cycle of the Partnership Fora.

Self selection Process

12. Each of the groups identified in paragraph 6 above should be invited to identify representatives through a self selection process. Equity and balanced representation should include consideration of gender representation, balanced representation among regions and balanced representation between international and local or national organizations.

13. The World Business Council for Sustainable Development should be invited to help select the representatives from business associations for the Clean Technology Fund.

14. The Trust Fund Committees should be kept informed as to the organization of the self selection process.

Outreach

15. Information about the opportunities and procedure for civil society engagement with the CIF process should be available on the CIF website and through the MDBs' public outreach channels.

Secretariat support

16. A staff person of the CIF Administrative Unit should be designated as the focal point for civil society relations with the CIF. Duties would include outreach, such as maintaining all web-based communications and fora and ensuring that pertinent information is brought to the attention of civil society representatives to the extent possible. He/she would also be responsible for identifying a credible organization to run the self-selection processes for each group of observers.

17. Travel costs for representatives from developing countries to attend the Trust Fund Committee meetings may be covered by the budget of the CIF Administrative Unit upon request. The CIF Administrative Unit should also cover reasonable costs of the organizations managing the self selection process.