



Climate Investment Funds (CIF) Trust Fund Committee and Sub-Committee Meetings June 3-5, 2019

Logistics Note on Virtual Participation

Venue and Room: World Bank Main Complex (MC) Building
1818 H Street, N.W., Washington D.C. 20433
Room: Preston Auditorium

Date and Time:

Monday, June 3: - Joint meeting of the CTF and SCF Committees (9.00-4.00 pm)
SCF Trust Fund Committee (4.15-5.45 pm)

Tuesday, June 4: - CTF Trust Fund Committee (9.00-12.30 am)
- SREP Sub-Committee (1.30-4.00 pm)

Wednesday, June 5: - FIP Sub-Committee (9.00-11.30 am)
- PPCR Sub-Committee (12:30-3.00 pm)

Pre-Registration: All participants must register via the CIF online registration prior to the meeting. Link to registration is provided in individual invitations to the meetings.

Webex general guidance:

A document on tips and guidance on webex use will be sent as an attachment to the logistics note. Please refer to this document for information on how to connect to a meeting and the different meeting services you may use.

Please be aware that you connect to webex via the link on your internet browser or using the webex app that you can download for free.

Important instructions:

- Please make sure you connect to the meeting 30 -15 minutes before the meeting starts to be able to make sure that the connection is running smoothly and to fix any IT issues you might encounter on beforehand.

- Even though the CIF Administrative Unit will make sure your system is muted when you connect, please make sure you mute your mic as soon as you connect to avoid any potential disturbance during the meeting.
- If you intend to connect using VC Facilities, please send the contact number of your IT technician prior to the meeting.
- Should you need any further IT assistance, please ask your IT Team to contact our videoconferencing team on the following number (202) 458 4336.
- please make sure you send us your number to be able to reach you if needs be



Interaction with the room during the meeting:

- Participants connecting by Videoconference or using the webex video system may wish to prepare a name plate and make sure they are visible during the meeting so that we can easily identify who is online. These name plates should be used to notify the committee of your request to speak – by standing the name plate on its side.
- Participants using the webex audio system on their computers or using the webex app, can also send messages through the “Chat” icon or send an e-mail to CIF_Governance_Team@worldbankgroup.org to inform the CIF AU that they would like to speak.
- Participants using their phones to call in the meeting, are required to send either text or “Whatsapp” messages to notify the CIFAU that they would like to speak. A “Whatsapp group will be created for each meeting. Please ensure that you send your telephone number to the CIFAU before your meeting starts so that you are include in the “Whatsapp group”.
- CIFAU contact details are:

Amel El Abed Cell: 2023905638

E-mail: aelabed@worldbank.org / E-mail: CIF_Governance_Team@worldbankgroup.org

Webex Connection details:

Date/Time	Meeting	Join by WebEx	Join by Video Conference 	Join by Phone 
Monday, June 3, 2019 (9.00am-5.45 pm)	- Joint Meeting of the CTF and SCF Trust Fund Committees / -SCF Trust Fund Committee Meeting	Join WebEx meeting by clicking here Meeting number: 731 421 821 Meeting password: 2VJZGPZ5	Video address: 55730007@worldbank.org External IP: 192.86.102.202 followed by internal dial-in number 55730007	Call-in numbers Toll: 1-650-479-3207 Access code: 731 421 821 Global call-in numbers
Tuesday, June 4, 2019 9:00am to 4:00 pm	- CTF Trust Fund Committee - SREP Sub-Committee Meetings	Join WebEx meeting by clicking here Meeting number: 739 513 032 Meeting password: Q8iHvhTF	Video address: 55760028@worldbank.org External IP: 192.86.102.202 followed by internal dial-in number 55760028	Call-in numbers Toll: 1-650-479-3207 Access code: 739 513 032 Global call-in numbers
Wednesday, June 5, 2019 (9.00am-3.00pm)	FIP/PPCR Sub-Committee Meetings	Join WebEx meeting by clicking here Meeting number: 731 242 302 Meeting password: KmJAPcg7	Video address: 55730027@worldbank.org External IP: 192.86.102.202 followed by internal dial-in number 55730027	Call-in numbers Toll: 1-650-479-3207 Access code: 731 242 302 Global call-in numbers

Participation from a World Bank Country Office:

The CIF administrative unit has secured meeting rooms in several World Bank country offices. Participants who would like to participate from a country office are required to notify us no later than **Friday, May 31st** so that we can liaise with the country office staff regarding building access. We will release all the rooms that will not be used on **Sunday May 2nd, 2019**.

The following VC rooms have been secured for participation:

Meeting	Country	Meeting room booked
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Burkina Faso	Ouagadougou WB 0-09 (6)
Joint Meeting of the CTF and SCF Trust Fund Committees/ SCF Trust Fund Committee	DR Congo	Kinshasa WB 5-00 (30) (VC)
Joint Meeting of the CTF and SCF Trust Fund Committees/ SCF Trust Fund Committee	Egypt	Cairo 15-0 (6)
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Jamaica	Kingston 3-318 (9) (VC)
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Kenya	Nairobi WB 14-95 (15) (VC)
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Liberia	Monrovia WBG Bungalow 1-4 (8) (VC)
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Malawi	Lilongwe WB 1-6 (15) (VC)
Joint Meeting of the CTF and SCF Trust Fund Committees / SCF Trust Fund Committee	Tunisia	Tunis WB 3-1 (8) (VC) Private
CTF Trust Fund Committee	Burkina Faso	
CTF Trust Fund Committee	Egypt	Cairo 15-0 (6)
CTF Trust Fund Committee	Gambia	Banjul WB 1-1 (15) (VC)
CTF Trust Fund Committee	Tunisia	
SREP Sub-Committee	DR Congo	Kinshasa WB 4-00 (10) (VC)
	Ghana	Accra WB 4N-001 (10) (VC)
SREP Sub-Committee	Kenya	Nairobi WB 14-95 (15) (VC)
SREP Sub-Committee	Liberia	Monrovia WBG Bungalow 1-4 (8) (VC)

CIF Contact:

If you are experiencing difficulties please contact or text:

Amel El Abed

Cell: 2023905638

E-mail: aelabel@worldbank.org E-mail: CIF_Governance_Team@worldbankgroup.org