

February 14, 2014

**Comments from Canada—Approval by mail: CTF-SCF/TFC.11/7/Rev.1, Measures to Improve the Efficiency of CIF Committees**

Dear Patricia,

Thank you for the opportunity to comment on the attached paper. In general, we support the proposals to improve the efficiency of CIF Committees, including the measures aimed at: engaging co-chairs in the organization of meetings; preparations for better engagement of committee members; chairing of meetings; decisions by mail; reporting; and, maximizing the use of the internet. We have the following additional comments:

1. **Engaging Co-Chairs in the Organization of Meetings:** With respect to the potential for co-chairs to extend meetings beyond the normal five-day period, our preference would be to consider other measures, such as: holding additional meetings on the margins, conducting interim teleconference calls; and, introducing limits of 10-15 minutes per presentation to stay within the five-day period for meetings.
2. **Preparations for Better Engagement of Committee Members:** We encourage the CIF Admin Unit to circulate documents as far in advance as possible to allow constituency groups and members to review and provide feedback. In particular, early circulation, ideally of 3-4 weeks, should be targeted for complex and new items, as these require more time for consultation and review.
3. **Decisions by Mail:** We agree that the project approval process should generally not exceed four weeks; however, there may be circumstances where members require additional time to review and approve proposals.
4. **Reporting:** We look forward to the streamlining recommendations being provided to the committee for approval at a later date.
5. **Maximizing the Use of the Internet:** The purpose of posting video recordings of Committee sessions on the secure intranet is unclear, as suggested in paragraph 37. Members should continue to be encouraged to participate in meeting discussions in real-time, including via video/teleconference for those unable to attend in person. We would appreciate further justification before this proposal is adopted.
6. **Other:** Consideration could be given to the membership of various committees when sequencing/scheduling CIF committee meetings, to minimize the length of the meetings for Committee Members. For example, membership on both the CTF TFC and the SCF TFCs is similar, whereas not all members participate in all three of the sub-committees (i.e. the FIP, SREP, and PPCR). It would be ideal if

gaps between meeting dates (i.e. periods extending more than one day) could be avoided to ensure members can attend the relevant meetings in-person. In addition, members should receive as much notice as possible regarding preparatory meetings, including those scheduled on the margins of committee meetings, to allow members an opportunity to participate, either in person or by video/teleconference.

Best regards,

Jennifer

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