

Approved by mail on February 26, 2014

Approval of CTF-SCF/TFC.11/7/Rev.1, Measures to Improve the Efficiency of CIF Committees

The joint meeting of the CTF and SCF Trust Fund Committees, having reviewed document CTF-SCF/TFC.11/7/Rev.1, *Measures to Improve the Efficiency of CIF Committees*, agrees to the measures proposed in the document taking into account comments received by Trust Fund Committee members. These proposals include:

- a) engaging Co-Chairs in the organization of the meetings;
- b) preparation and better engagement of Committee members, including earlier posting of documents and opportunities for informal discussions and briefings before formal consideration of a document;
- c) replacement of Co-Chairs who are temporarily absent from a meeting;
- d) funding the participation of the Co-Chairs from recipient countries;
- e) guidelines for approval by mail of decisions;
- f) possible rationalization of reporting requirements; and
- g) enhancements to maximize more effective and efficient use of the CIF website.

February 26, 2014

Approved by mail: CTF-SCF/TFC.11/7/Rev.1, Measures to Improve the Efficiency of CIF Committees

Dear CTF and SCF Trust Fund Committee members:

We are writing regarding the revised paper entitled, *CTF-SCF/TFC.11/7/Rev.1, Measures to Improve the Efficiency of CIF Committees*, submitted for your review and approval on January 30, 2014.

The time period provided for submission of comments and any objection to the decision has now expired. No objections were received.

We are, therefore, pleased to inform you that the following decision is approved:

The joint meeting of the CTF and SCF Trust Fund Committees, having reviewed document CTF-SCF/TFC.11/7/Rev.1, *Measures to Improve the Efficiency of CIF Committees*, agrees to the measures proposed in the document taking into account comments received by Trust Fund Committee members. These proposals include:

- a) engaging Co-Chairs in the organization of the meetings;**
- b) preparation and better engagement of Committee members, including earlier posting of documents and opportunities for informal discussions and briefings before formal consideration of a document;**
- c) replacement of Co-Chairs who are temporarily absent from a meeting;**
- d) funding the participation of the Co-Chairs from recipient countries;**
- e) guidelines for approval by mail of decisions;**
- f) possible rationalization of reporting requirements; and**
- g) enhancements to maximize more effective and efficient use of the CIF website.**

Please note that comments from Committee Members have been posted on the CIF website <https://www.climateinvestmentfunds.org/cifnet/?q=country/tajikistan> here.

Sincerely,

Patricia Bliss-Guest
Climate Investment Funds, Program Manager
CIF Administrative Unit
1818 H Street NW
Washington, D.C. 20433
www.climateinvestmentfunds.org

January 30, 2014

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

Dear CTF and SCF Trust Fund Committee members:

You will recall that at the joint meeting of the CTF and SCF Trust Fund Committees in October 2013, the meeting reviewed a set of proposed measures to improve the efficiency of CIF Committees (document CTF-SCF/TFC.11/7) and requested the CIF Administrative Unit to revise the paper to reflect comments and suggestions made during the joint meeting and to circulate the revised paper for approval by mail.

Please find attached for your review and approval the revised paper entitled, *CTF-SCF/TFC.11/7/Rev.1, Measures to Improve the Efficiency of CIF Committees*. This revised paper takes into account comments and suggestions made at the joint meeting.

The CTF and SCF Trust Fund Committee is requested to approve the following decision:

The joint meeting of the CTF and SCF Trust Fund Committees, having reviewed document CTF-SCF/TFC.11/7/Rev.1, *Measures to Improve the Efficiency of CIF Committees*, agrees to the measures proposed in the document including proposals regarding:

- a) engaging Co-Chairs in the organization of the meetings;**
- b) preparation and better engagement of Committee members, including earlier posting of documents and opportunities for informal discussions and briefings before formal consideration of a document;**
- c) replacement of Co-Chairs who are temporarily absent from a meeting;**
- d) funding the participation of the Co-Chairs from recipient countries;**
- e) guidelines for approval by mail of decisions;**
- f) possible rationalization of reporting requirements; and**
- g) enhancements to maximize more effective and efficient use of the CIF website.**

If we do not receive an objection to this proposed decision by close of business on **Thursday, February 13, 2014**, the decision will be approved.

Sincerely,

Patricia Bliss-Guest
Climate Investment Funds, Program Manager
CIF Administrative Unit
1818 H Street NW
Washington, D.C. 20433
www.climateinvestmentfunds.org