

# CLIMATE INVESTMENT FUNDS

March 5, 2014

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## **WORK PROGRAM AND BUDGET FOR ENHANCING OBSERVERS' PARTICIPATION IN THE CLIMATE INVESTMENT FUNDS**

## I. BACKGROUND

1. At the joint meeting of the CTF and SCF Trust Fund Committees on October 29, 2013, the joint meeting reviewed the submission by observers from civil society organizations, indigenous peoples and the private sector (the “observers”) for enhancing their participation in the CIF. The Committee acknowledged the value added by observers to its deliberations and agreed that the activities in the decision below could usefully be pursued to enhance observer participation in the CIF.

2. More specifically, the joint meeting “reviewed the submission by observers from civil society organizations, indigenous peoples, and the private sector (the “observers”) for enhancing their participation in the CIF. The Committee acknowledges the value added by observers to its deliberations and agrees that the following activities could usefully be pursued to enhance observer participation in the CIF:

- a) stakeholders are encouraged to meet in advance of a Trust Fund Committee or Sub-Committee meeting, either through teleconference or just prior to a Committee or Sub-Committee meeting, to prepare for the meeting;
- b) the CIF Administrative Unit is invited to organize a training session for observers in conjunction with the CIF meetings and the Partnership Forum to be convened in Jamaica in June/July 2014;
- c) the CIF Administrative Unit is invited to collaborate with the observers in commissioning a paper for consideration at the next joint meeting to present suggestions and ideas to strengthen the engagement of national stakeholders at the country level, including in CIF project design, implementation and monitoring, recognizing the lead role of countries in facilitating stakeholder consultations and the experience gained in carrying out such consultations in CIF pilot countries;
- d) the MDBs are requested to strengthen outreach to regional stakeholders, including through presentations regarding the CIF at appropriate existing regional events such as MDBs annual stakeholder meetings, to enhance awareness about the CIF, solicit regional stakeholder feedback and increase the engagement of regional stakeholders; and
- e) The CIF Administrative Unit is requested to be open to feedback of CIF observers in its work to develop monitoring and evaluation **sourcebooks.**”

**Comment [A1]:** Further clarification on this issue is necessary.

3. The joint meeting requested the CIF Administrative Unit to work with the observers to agree on a work program and budget for FY14 and FY15 to carry out the activities agreed above,

and to submit the agreed work program and budget to the CTF and SCF Trust Fund Committees for approval. The meeting noted its expectation that the requested funding may not exceed USD 174,500.

## II. WORK PROGRAM AND BUDGET

4. The following work program and budget for FY14 and FY15 was prepared in response to the decision above. It was developed collaboratively and agreed upon by the observers and the CIF Administrative Unit in a meeting on January 30, 2014. Owing to the limited budget, the observers agreed to prioritize the following items:

- a) *Stakeholder preparation meetings in advance of Trust Fund Committee/ Sub-Committee meetings:* The purpose of these meetings, to be carried out using teleconferencing facilities, is ~~for to provide the CIF Administrative Unit and the observers an opportunity to discuss the agendas of the Committee and Sub-Committee meetings and to explain to observers share with them the observers in advance~~ the Committee and Subcommittee meetings' agendas and explain the topics of discussion ~~documents that will be presented during such meetings and explain the topics of discussion~~. This kind of preparation will enable the observers to be better equipped in observing the meetings and making informed recommendations and comments when required.
- b) *Observer consultation meetings prior to Trust Fund Committee/ Sub-Committee meetings:* The purpose of ~~these one day in-person consultations~~ is to enable the observers to discuss and coordinate their positions so as to make their interventions at the Committee meetings more effective. This activity will ultimately result into more effective observer dialogue and inputs into the CIF processes.
- c) *Expanded Observer Orientation Workshop:* The purpose of the orientation training workshop is to expose and equip the observers with CIF-related information to prepare them to serve effectively in their role. The workshop will be facilitated by the CIF Administrative Unit for both the current and the new observers and will cover areas related to enhancement of observer engagement with the CIF, including transparent decision-making and efficient use of resources. The outcome of this activity is that the observers will be strengthened in their knowledge and engagement with the CIF.
- d) *Stakeholder engagement at the country level:* stakeholder engagement at country level has been managed by the governments with the support of the multilateral development banks. To strengthen engagement at country level and help the effort

**Comment [A2]:** The agenda will be discussed and approved only during the Committee meetings, based on the proposal put forward by the CIF Admin.

**Comment [A3]:** The documents are already made available on the CIF website before the meetings, and we understand the current procedure will not be altered. Therefore, what is being proposed is to "explain" the contents of the documents, and not to "share them in advance".

**Comment [A4]:** These meetings can be organized without any additional expenses, given that representatives arrive one day prior to the meetings – just as developing countries representatives.

**Comment [A5]:** These workshops should be organized at the sidelines of the MDBs regional meetings and Partnership Forum – in a budget neutral way.

of the governments and the MDBs, a consultant will be commissioned to carry out a comprehensive study and present a report with recommendations to the CIF Committees on how country engagement level can be strengthened in a systematic and sustainable manner. Terms of reference for this task will be jointly prepared by the CIF Administrative Unit and the observers. Effective and consistent country-level stakeholder engagement will ensure that all stakeholders are effectively engaged in the design and implementation of investment plans in a more structured and coordinated manner. It will also clarify the role of stakeholders in CIF project design, implementation and monitoring.

**Comment [A6]:** This TOR should be sent to CIF focal points in advance for feedback, and the Joint CTF-SCF Committee must approve the TOR beforehand.

- e) *MDB outreach to stakeholders at regional level:* There is need for MDBs to carry out outreach activities not only to the observers but to the regional constituencies and networks they represent. MDBs will make greater efforts to invite and facilitate the observers to their regional meetings, with support from the CIF Administrative Unit. The end result of this engagement will be that the observers are knowledgeable and can actively participate at the regional level including playing an important role in contributing to the monitoring and evaluation plans and activities.

### III. BUDGET ASSUMPTIONS

5. This budget and work plan is made with the following assumptions:

- a) Teleconferences costs are estimated only for the conferencing facilities.
- b) Committee meetings organized by the CIF Administrative Unit, the CIF Administrative Unit already includes resources to cover the cost of observers from recipient countries. Therefore, only the additional accommodation and daily subsistence allowance for the extra days is included.
- c) For meetings during the Partnership Forum where observers have already been invited and are facilitated to attend by the CIF Administrative Unit, only the additional accommodation costs and daily subsistence allowance for the extra days are included.
- d) A consultant will research and prepare the paper on enhancing stakeholder engagement.
- e) For MDB organized events, the different MDBs will meet logistics costs of the events while this budget will cover the cost of flights, accommodation and subsistence during such meetings

**Comment [A7]:** Given that observers and country representatives arrive one day prior to the meetings, it is already possible to organize such preparatory meetings in budget neutral way.

**Comment [A8]:** Same as above, particularly considering that the meetings last for over a week when the Partnership Forum takes place – time for these meetings can be arranged throughout this period.

No.	ACTIVITY/ Objective	DESCRIPTION	DATE	BUDGET (USD)
1.	Stakeholders preparation meetings in advance of Trust Fund Committee/ Sub-Committee	Delivered by teleconference at least two weeks prior to meetings	June 2014 October 2014 May 2015	900
2.	Observer consultation meetings in advance of Trust Fund Committee/ Sub-Committee	To be attended in person by observers at least a day in advance of the TFC/SC Meetings	June 2014 (Jamaica) October 2014 (Washington) May 2015 (Washington)	15,600*
3.	Expanded observer orientation workshops	To be attended in person by observers during the TFC/SC Meetings	June 2014 (Jamaica) for current observers May 2015 (Washington) for new observers	16,016*
4.	Study on strengthening engagement of national stakeholders at country level	Cross-country research based on agreed sample	June 2014 (Jamaica)	40,000 - 60,000
5.	Outreach activities by MDBs to regional stakeholders	To be organised by MDBs during their annual meetings and/or regional meetings	EBRD Annual Meeting (Warsaw, Poland) May 16, 2014 World Bank Annual Meeting September, 2014 ADB Annual Meeting in 2015 AfDB Annual Meeting in 2015	57,030**
	<b>TOTAL</b>			<b>129,546 - 149,546</b>

**Comment [A9]:** This estimates are quite surprising for the task.

\* Additional accommodation costs and daily subsistence allowance for the extra days for 26 observers

\*\*Cost reflects only CIF contribution to facilitate observer participation in MDB meetings. All other costs to be met by MDBs

4/22/2014

Comments Received from the United Kingdom--Approval by mail: Work program for enhancing observers' participation in the Climate Investment Funds

Dear Patricia/Lesley,

Many thanks for working with the Civil Society Observers to cost out the activities from the last TFC meeting, with the ultimate aim that Civil Society can be more effective in the governance of the CIFs particularly through improved country engagement – as you know this has been a priority for the UK since our paper on “Strengthening the CIFs” at the June 2011 meetings. As such we are happy to endorse this work programme for enhancing observers' participation in the Climate Investment Fund.

Kind regards,

*Ben*

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April 11, 2014

**Approval by mail: Work program for enhancing observers' participation in the Climate Investment Funds - extended deadline**

Dear CTF and SCF Trust Fund Committees Members,

Please find attached the revised document entitled: *Work program for enhancing observers' participation in the Climate Investment Funds*, submitted for your review and endorsement on March 20, 2014. A number of Trust Fund Committee members have submitted comments on the document and requested that a revised document be circulated for your further consideration.

We are, therefore, extending the time period for approving the below decision, until 3.00 p.m. on **Friday, April 18, 2014**.

**The CTF and SCF Trust Fund Committees, recalling their decision on the submission by observers for enhancing their participation in the CIF taken at its meeting in October, 2013, welcome the document entitled: *Work program for enhancing observers' participation in the Climate Investment Fund (dated April 11, 2014)*, and endorses the proposed work program. The Committees recognize that resources required to support the proposed budget will be drawn from the FY14 and FY15 administrative budget of the CIF Administrative Unit.**

Comments received from Trust Fund Committee members are posted on the CIFAU [website](#).

Sincerely,

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