

CLIMATE INVESTMENT FUNDS

December 7, 2015

PROPOSED GUIDELINES AND PROCEDURE FOR SELECTING COMMITTEE MEMBER SEATS FOR RECIPIENT COUNTRIES

I. INTRODUCTION

1. At the joint meeting of the CTF and SCF Trust Fund Committees in May, 2015, the meeting reviewed document *JOINT CTF-SCF/TFC.14/4, Measures to Improve the Governance of the Climate Investment Funds*, and agreed to a set of measures including:

Establishing guidelines for the self-selection process for recipient countries to be conducted in advance of the next joint meeting.

2. The joint meeting requested the CIF Administrative Unit, in consultation with all recipient countries, to prepare an information paper on the self-selection process, including the upcoming seat selection process, in order to engage a plurality of countries and ensure inclusiveness and effectiveness of this process.

3. This paper takes into account comments and suggestions made by recipient countries and summarizes a number of steps to be taken to ensure fairness and efficiency of the seat selection process.

II. BACKGROUND

4. The Climate Investment Funds (CIF) are comprised of two trust funds: the Clean Technology Fund (CTF) and the Strategic Climate Fund (SCF), each of which is governed by a Trust Fund Committee. The SCF further designates Sub-Committees to govern each of its three targeted programs: the Forest Investment Program (FIP), the Pilot Program for Climate Resilience (PPCR), and the Program on Scaling-Up Renewable Energy in Low Income Countries (SREP). All Committees and Sub-Committees include equal representation from contributor and recipient countries. The CTF and SCF Trust Fund Committees each have sixteen seats for members (8 contributor and 8 recipient member seats), while each SCF Sub-Committee has twelve member seats (6 contributors and 6 recipient member seats).

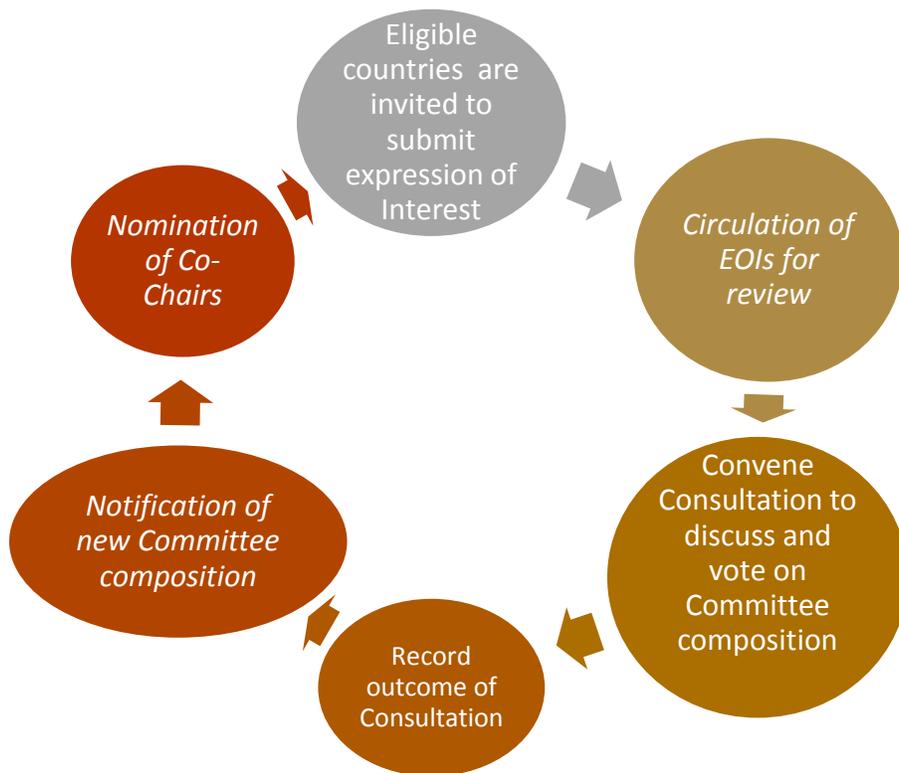
5. The Governance Frameworks for both the Clean Technology Fund and the Strategic Climate Fund provides that the “Partnership Forum will serve as the primary venue to identify representatives from eligible recipient and contributor countries to serve as members of the CTF Trust Fund Committee, the SCF Trust Fund Committee and Sub-Committees.” Consultations are organized for each constituency group during the Partnership Forum for the purpose of reaching agreement on the Trust Fund Committees and Sub-Committees’ membership for the upcoming term, which begins with the first meeting after the Partnership Forum for a term of 18 months.

6. At the joint meeting in May 2015, the Committee agreed to rethink the Partnership Forum given the volume of events leading up to the COP 21 in Paris, and the need to learn from lessons and think strategically about the Partnership Forum itself. The joint meeting agreed that there would be no Partnership Forum in 2015 – the venue for reaching agreement on the Trust Fund Committees and Sub-Committees’ membership for the upcoming term.

7. In addition to rethinking the Partnership Forum, the document, *Measures to Improve the Governance of the Climate Investment Funds*, proposed to decouple the seat selection process from the Partnership Forum and move these consultations to a virtual environment. The report also recommended that the CIF Administrative Unit write procedural guidelines to ensure that all eligible recipient countries who express interest in having a seat are considered and that at the conclusion of the consultation, the selection process will be closed for that term.

8. The seat selection process remains a self-selection process, the general and program specific guidelines presented in this document are indicative, and represent guidelines that countries may choose to apply during the seat selection process.

III. PROCEDURAL GUIDELINES FOR FACILITATING AND CONCLUDING THE SEAT SELECTION OF RECIPIENT COUNTRIES



9. It is suggested that the seat selection process begins well in advance of the beginning of the new term to provide new members with sufficient time in advance of taking up their seat, to work with the CIF Administrative Unit to fully understand their expected roles and responsibilities, and to understand how the Governance of the CIFs operates. It would also provide newly elected co-chairs with sufficient time to work with outgoing co-chairs as a knowledge transfer exercise.

Coordination and Facilitation of Consultation Process

10. The CIF Administrative Unit will coordinate and facilitate the consultation process in accordance with the following procedural guidelines:

- (a) *Expression of Interest (EOI)*: A call will be issued to all CIF Focal Points of eligible recipient countries to submit an Expression of Interest (EOI) for countries who wish to be considered for membership on CIF Committees (based on the guidelines approved in this document). Countries will be provided with three weeks to submit their EOI. Upon expiration of the three-week time period only those countries who submit EOIs will be considered for membership;
- (b) *Circulation of EOIs*: A list of countries who have expressed interest in serving on one of the Committees will be circulated to eligible recipient countries for review. Countries will be provided with three weeks to review the EOIs.
- (c) *Consultation*: Invitations to participate in consultations to discuss the seat selection will be issued to countries who have submitted EOIs. These consultations will be held in Washington, DC, separately by program. Representatives may also participate in these consultations via a virtual means such as video conference or webex. To ensure the adequate level of authorized representation at the consultations, the invitation will include a request to appoint an official with the appropriate authority to discuss the seat selection on behalf of the interested eligible recipient country. Interested recipient countries may take part in the consultations through their representatives in the World Bank Executive Director's offices. Countries will be provided with three weeks to identify a suitable representative to participate in the consultations. The meeting will:
 - Review and discuss expressions of interest,
 - Vote and agree on Committee composition.
- (d) *Record outcome of consultation*: It is expected that agreement will be reached at the consultations on a list of countries taking up membership on each Committee for the following eighteen months. The agreement of the consultations will be considered final at this point. Upon conclusion of the consultations, the CIF Administrative Unit will contact the Ministry of the CIF focal point in each selected country in order to identify the individual who will assume the role of the Committee or Sub-Committee Member. The CIF Focal Point will be copied in on this correspondence.
- (e) *Notification of new Committees*: The CIF Administrative Unit will circulate, as an information document, the composition of the Committees to current and newly elected committee members.
- (f) *Nomination of Co-Chairs*: The CIF Administrative Unit will contact the recipient country members of each committee to request that they nominate one member to serve as the co-chair for the recipient countries for the upcoming eighteen-month term.

IV. SEAT COMPOSITION FOR RECIPIENT COUNTRY MEMBERS

11. The CTF and SCF Trust Fund Committees will consist of eight representatives from eligible recipient countries (or groups of such countries), identified through the consultation among interested eligible recipient countries.
12. The SCF Sub-Committees (FIP, PPCR, and SREP) will consist of six representatives from eligible recipient countries to the SCF Program, but at least one of which should be a Member of the SCF Trust Fund Committee.
13. Members of each Committee will serve for eighteen month terms¹. Retiring members may be reappointed. Not more than one Member will be a representative of the same country at any given time.

V. GENERAL GUIDELINES FOR SEAT SELECTION²

14. The below proposed general guidelines are presented for consideration by eligible recipient countries during their seat selection deliberations; however, this is a self-selection process and the final composition of each committee will be determined by the discussants. When electing member countries for the three SCF Sub-Committees (FIP, PPCR and SREP) at least one of countries elected should be a Member of the SCF Trust Fund Committee. In addition, the following general principles and guidelines may be considered:

- (a) *Regional representation*: include regional representation in the recipient country seats on all CIF Committees.
- (b) *Rotation of members*: provide for a rotation of members to promote inclusiveness and fairness. In considering new members, it may be helpful to consider countries that have not yet served on the CIF Committees.
- (c) *Retention of existing members*: to promote institutional memory and continuity it would be useful to retain some existing members.
- (d) *Past engagement in CIF Committee Meetings*: It has been noted that several member seats have remained unoccupied during past committee meetings, and in some cases, over the course of several committee meetings. It is suggested, therefore, that

¹ The term of committee membership is determined by the **CIF Governance Frameworks**. Should the members wish to extend the membership terms to more than 18 months the necessary changes would have to be made in the CIF Governance Framework Documents.

² Eligibility criteria for receiving funding from the CIF Programs can be found on the CIF Website: [CIF Governance Framework](#)

countries interested in becoming members to any CIF Committees understand the commitment necessary and are able to fulfil this commitment³.

- (e) *Twinning Arrangement*: During the consultations in June 2014, the CTF eligible recipient countries opted to use a twinning arrangement for three of its seats. Such an arrangement could be considered for the SCF Sub-Committees. Countries choosing to “twin” are expected to share the seat equally and reach agreement between themselves on which agenda items will be covered by which member country⁴.

VI. PROGRAM SPECIFIC GUIDELINES

The following guidelines may be applied on a program-specific basis.

Clean Technology Fund (CTF)

16. *Regional representation in the CTF*: Consideration could be given to delineating seats by six regions: Africa, Middle East and North Africa (MENA), Europe and Central Asia (ECA), Latin America and Caribbean (LAC), East Asia and Pacific (EAP), and South Asia. Each of the regions could be represented by at least one member. No region should have more than two members;

17. *Mix of representation*: Committee seats could include a mix of the following:

- Countries with endorsed investment plans;
- Countries with investment plans under development, if any; and
- Countries eligible to receive funding, but are not currently participating in the CTF Program.

Strategic Climate Fund (SCF)

Guidelines for the SCF

18. It should be noted that at its meeting in November 2010, the SCF Trust Fund Committee approved the following guidance on selection of members from eligible recipient countries for the SCF Sub-Committees:

- Recognizing that the PPCR provides that once the pilots have been identified, the seats on the PPCR Sub-Committee should be selected from amongst the pilot

³ The commitment encompasses attendance at meetings, project approvals and Program oversight. The details of the roles and responsibilities of Committee and Sub-Committee members has been clearly defined in the document “Roles and responsibilities of stakeholders of the Climate Investment Fund” which will be submitted for approval by mail.

⁴ The CIF Travel Policy provides for the funding of one member per seat for IDA only Countries.

countries, consultations should be organized among the PPCR pilot countries to allow them to choose the recipient country seats on the Sub-Committee.

- For the FIP and SREP, the design of which provides that pilot countries should be given priority to represent eligible recipient countries, the Sub-Committee agreed that four of the six recipient country seats on each Sub-Committee should be filled by a pilot country. The other two seats should be filled by an eligible recipient country that is not a pilot country.

It is proposed that the below guidelines superseded those general principles noted in paragraph 18 of this document.

(a) Forest Investment Program (FIP)

19. *Regional Representation:* Consideration could be given to delineating seats by four regions: Africa, Europe and Central Asia (ECA), Latin America and Caribbean (LAC), and Asia and Pacific. Each of the regions could be represented by at least one member.

20. *Mix of representation:* Sub-Committee seats could include a mix of the following:

- Countries with endorsed investment plans;
- Countries with investment plans under development; and
- Countries eligible to receive funding, but are not currently participating in the FIP (at least one).

(b) Pilot Program for Climate Resilience (PPCR)

21. *Regional Representation:* Consideration could be given to delineating seats by five regions: Africa, Europe and Central Asia (ECA), Latin America and Caribbean (LAC), Middle East and North Africa (MENA), and Asia and Pacific. Representation from the SIDS and LDCs could be given preference in the seat selection from these regions. Each of the regions could be represented by at least one member.

22. *Mix of representation:* Sub-Committee seats could include a mix of the following:

- Countries with endorsed SPCRs;
- Countries with SPCRs under development; and
- Countries eligible to receive funding, but are not currently participating in the PPCR (at least one).

(c) Scaling up Renewable Energy Program (SREP)

23. *Regional representation:* The primary objective of SREP is to enhance energy access and support economic development through Renewable Energy. Energy access challenges are acute in Africa and South Asia, and particularly in Africa. This consideration defines the criteria and number of countries that are considered eligible for SREP funding. Special consideration could be made to ensure equitable regional representation, in view of the characteristics of the program. The following could be considered:

- Two (2) seats may be chosen from the Africa region;
- One (1) seat may be chosen from the LAC region;
- One (1) seat may be chosen from the MENA and ECA regions;
- One (1) seat may be chosen from the EAP region;
- One (1) seat may be chosen from the South Asia region.

24. *Mix of representation:* Sub-Committee seats could include a mix of the following:

- Countries with endorsed investment plans;
- Countries with investment plans under development; and
- Countries eligible to receive funding, but are not currently participating in the SREP (at least one).