

CLIMATE INVESTMENT FUNDS

FIP/SC.9/Inf.2
October 2, 2012

Meeting of the FIP Sub-Committee
Istanbul, Turkey
November 5, 2012

NOTE ON THE RULES FOR THE PARTICIPATION OF OBSERVERS IN MEETINGS OF THE FIP SUB-COMMITTEE

I. INTRODUCTION

1. In response to requests from some observers to the FIP Sub-Committee that they may be accompanied by advisors at meetings of the FIP Sub-Committee, the Sub-Committee requested the CIF Administrative Unit to disseminate the current rules applicable to the attendance of observers at the meetings of the FIP Sub-Committee, together with the cost and other implications, if the requests by the observers were to be approved. This note has been prepared in response to the Sub-Committee's request.

II. RULES FOR THE PARTICIPATION OF OBSERVERS

Governance Framework for the Strategic Climate Fund

2. The *Governance Framework for the Strategic Climate Fund*, adopted in November 2008 and amended in December 2011, provides for the establishment of an SCF Sub-Committee for each of the SCF Programs¹. The design document also provides that, except as otherwise specifically provided, the procedures applied to the SCF Trust Fund Committee will apply to the SCF Sub-Committees².

3. Paragraph 26 of the SCF Governance Framework further provides:

To ensure good linkages with key partners so as to promote the efficient use of resources and complementary and other sources of financing, the SCF Trust Fund Committee will invite as observers, representatives of GEF, United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP) and the UNFCCC. The SCF Trust Fund Committee may also invite representatives of other organizations with a mandate to address climate change. Civil society, including non-governmental organizations (NGOs) and representatives of the private sector may also be invited to identify a representative to observe the SCF Trust Fund Committee meetings.

Rules of Procedure for Meetings of the Trust Fund Committee of the Strategic Climate Fund

4. As provided in the Governance Framework for the Strategic Climate Fund, except as otherwise specifically provided, the procedures applied to the SCF Trust Fund Committee will apply to the SCF Sub-Committees. The *Rules of Procedure for Meetings of the Trust Fund Committee of the Strategic Climate Fund*, adopted in November 2008 and amended in November 2011, provide :

Pursuant to paragraph 25 of the SCF Governance Framework document representatives of: (i) the Global Environment Facility; (ii) the United Nations Development Programme; (iii) the United Nations Environment Programme; (iv)

¹ Governance Framework for The Strategic Climate Fund - paragraph 26

² Governance Framework for The Strategic Climate Fund - paragraph 31

the United Nations Framework Convention on Climate Change; (v) contributor countries (other than Member countries); and (vi) recipient countries, for which any SCF Sub-Committee has approved any investment plan, program or project (other than Member countries), shall be invited to observe any meeting except for the portions of the meeting that are declared to be executive sessions. The Head of the Administrative Unit, in consultation with the SCF Trust Fund Committee, may also invite representatives of civil society selected through a consultation among themselves, or of any international or governmental agencies, or other organizations with a mandate to address climate change, to observe any meeting except for the portions of the meeting that are declared to be executive sessions³.

5. In approving its rules of procedure, the SCF Trust Fund Committee requested the CIF Administrative Unit to make a proposal as to how a representative of civil society may be selected by civil society organizations to observe the meeting. The Committee further specified that the proposals should consider, “the inclusion of observers in the proceedings of the meetings, and in particular, during sessions when broad strategic issues are being discussed. The proposal should clarify the role of observers and allow for observers to be self-selected by the constituencies they represent. In choosing observers, account should be taken of the subject matter to be discussed and the mandate and special areas of competency of the observer⁴.”

Decisions of the Strategic Climate Fund Trust Fund Committee

6. At its meeting in January 2009, the SCF Trust Fund Committee elaborated upon paragraph 25 of the rules of procedure and provided more specificity when it adopted the following decision⁵:

“Observers from civil society

21. The Trust Fund Committee reviewed document SCF/TFC.2/5, *Proposal for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees*. The Trust Fund Committee also took note of SCF/TFC.2/Inf.2, *Review of Practices on NGO/CSO Participation and Recommended Measures for NGO Representation at Meetings of the CIF Trust Fund Committees*, which had been prepared by the IUCN.

22. The Trust Fund Committee expressed its appreciation to the IUCN for the preparation of its comprehensive background report.

23. The Trust Fund Committee approved the proposal presented in document SCF/TFC.2/5. In particular, the Committee agreed that the following observers from civil society should be invited to meetings of the SCF Trust Fund

³ Rules of Procedure for Meetings of the Trust Fund Committee of the Strategic Climate Fund – paragraph 16

⁴ Summary of the Co-Chairs Organizational Meeting of the Trust Fund Committee for the Strategic Climate Fund Oct 16, 2008 – paragraph 10

⁵ Summary of the Co-Chairs Strategic Climate Fund Trust Fund Committee Meeting Jan 27, 2009 – paragraph 21-25

Committee and the PPCR Sub-Committee, in accordance with the agreed rules of procedure:

SCF Trust Fund Committee

- (a) 4⁶ CSO representatives with balanced regional and gender representation
- (b) 2 Indigenous Peoples representatives
- (c) 2 Private Sector representatives

PPCR Sub-Committee

- (a) 4 CSO representatives with balanced regional and gender representation
- (b) 2 Indigenous Peoples representatives
- (c) 2 Private Sector representatives
- (d) 1 representative from a community dependent on adaptation approaches to secure livelihoods

24. It is also agreed that the Partnership Forum should be used to facilitate and promote civil society consultations and maximize civil society contributions to the objectives of the CIF. This can be achieved, in part, by including civil society representatives in the planning and agenda setting for the Partnership Forum. It is recommended that the representatives selected to attend the Trust Fund Committee meetings be responsible for organizing civil society representation at the Partnership Forum.

25. Each of the groups identified (civil society representatives, indigenous peoples and private sector) should be invited to assume responsibility for identifying its representatives through a self selection process. The Trust Fund Committee should be kept informed as to the organization of such self selection processes. The Trust Fund Committee also requested that the selected observers from each of the constituency groups seek to work together to coordinate their interventions so as to maximize the efficiency of the Trust Fund Committee proceedings.

7. At its meeting in July 2009, the SCF Trust Fund Committee approved the *Design Document for the Forest Investment Program* which resulted from an intergovernmental negotiating process. Representatives from civil society, indigenous peoples groups and the private sector participated in the consultations to design the FIP. During the deliberations, the number and type of observers to be invited to attend the meetings of the FIP Sub-Committee was actively discussed. The provisions of the approved design document provide further specificity as to the observers to be invited to attend FIP Sub-Committee meetings.

⁶ This number is agreed to allow for one representative from a developed country, and one representative each from Africa, Asia and Latin America on each Committee.

CIF Design Process

8. During the design of the CIF, including during the consultations on the FIP design document, there was a concerted effort to keep the CIF governing bodies small and focused on the business needs of the funds. As a result, the number of decision making members is limited, to 12 members on each SCF Sub-Committee (six from eligible recipient countries and six from contributor countries). The limited number of members was a key consideration in determining the appropriate number of observers and led to an agreement to open the meetings of the FIP Sub-Committee to six observers (two each from civil society, private sector, and indigenous peoples) and six alternates. It should also be noted that the FIP is the only Sub-Committee for which specific provision has been made to select and invite alternates to attend the meetings. The agreed numbers reflect an interest to keep the representation of all interested stakeholders balanced and manageable.

Design Document of the Forest Investment Program

9. The FIP design document provides, with respect to the observers to be invited to the FIP Sub-Committee meetings, the following in paragraphs 20 – 24:

“20. The FIP Sub-Committee should invite as active observers:

- a) representatives of the FCPF secretariat, the Global Environment Facility, UNFCCC and the UN-REDD technical secretariat; and
- b) the following representatives to be identified through an open and inclusive self-selection process:
 - i. 2 civil society representatives;
 - ii. 2 indigenous peoples representatives; and
 - iii. 2 private sector representatives.

21. In addition to the 6 active observers listed above, each constituency identified in subparagraph 20(b) may select two alternates who may accompany the constituency representatives in the meeting room during meetings of the Sub-Committee. Recognizing the special interests and needs of indigenous peoples, the CIF Administrative Unit should finance, in addition to the financing provided for constituency representatives from developing countries listed in subparagraph 20(b), the travel and subsistence of the alternates from indigenous peoples.

22. Decision-making will be by consensus of the FIP Sub-Committee members in accordance with the rules of procedure for the SCF Trust Fund Committee, which will apply *mutatis mutandis* to the FIP Sub-Committee. Recognizing that a participatory, inclusive, and transparent process will enhance the quality of FIP activities, the FIP Sub-Committee should seek in its deliberations to take into account active observers' views and concerns. The FIP Sub-Committee should invite their participation as active observers in any working group that the FIP Sub-Committee may form. If requested by

the active observers, the FIP Sub-Committee should include time for questions and answers on decisions taken by the FIP-SC.

[...]

24. It is recognized that consistent with the decisions of the SCF Trust Fund Committee and its rules of procedures, active observers may:

- a) request the floor during discussions of the FIP Sub-Committee to make verbal interventions,
- b) request the Co-Chairs to add agenda items to the provisional agenda, and
- c) recommend to the FIP Sub-Committee or the Co-Chairs external experts to speak on a specific agenda item. “

III. SELECTION OF OBSERVERS

Process

10. Those to be invited as observers to the FIP Sub-Committee meetings as representatives from civil society organizations (CSO) and the private sector, as for all SCF Sub-Committees, were identified through a self-selection process designed and facilitated by a convening organization familiar with the characteristics of the constituency. The identification of representatives from the indigenous peoples groups to be invited as observers was facilitated by the United Nations Permanent Forum for Indigenous Issues (UNPFII). The selection process for the CSOs and private sector observers included the following steps:

- a) identification of an independent entity to facilitate the selection process for CSOs and an independent entity to facilitate the selection process for the private sector;
- b) establishment of an *Observers Selection Advisory Committee* for each group;
- c) screening and ranking applicants against observer selection criteria agreed by the constituency and development of a short list of qualified candidates; and
- d) public voting for shortlisted CSOs and public consultation for short listed private sector entities.

11. Further information on the process and the results is provided in document CTF-SCF/TFC.8/Inf.4, *Report on the CSO Observer Selection Process*.

Criteria for Individuals Representing Observer Organizations

12. During the 2011 CIF Partnership Forum in Cape Town, South Africa, a group of CSO observers to the CIF governing bodies developed the selection criteria for the next self-selection process. The following criteria for individuals representing observer organizations were proposed and subsequently transmitted to the independent organizations organizing the self selection process:

- a) Individuals representing observer organizations must have capacity to communicate and negotiate effectively, and be able to interact actively via the internet and telephonically;
- b) Individuals representing observer organizations must be committed to open and transparent communication;
- c) Individuals representing observer organizations must be willing and committed to representing the concerns and interests of their constituents – not only members of their own organizations, but the larger community to whom they are accountable. They also must be able to report back to those constituents on relevant CIF activities and programming;
- d) Individuals representing observer organizations must have the ability to read, understand and speak fluently in English;
- e) Special effort will be made to achieve a balance among think-tanks, advocacy organizations, community-based organizations, and aid organizations; and
- f) Each observer organization is expected to appoint one primary representative who could attend CIF meetings, and one alternate who can prepare for, travel to, and actively participate in CIF meetings in the event the primary representative is unable to attend.

13. These criteria were communicated to all applicants and reinforced during the orientation of the self-selected observers.

Self-Selected Observers for the FIP Sub-Committee

14. Through the self-selection process, the following observers have been selected for the FIP.

	Civil Society Organizations	Indigenous Peoples Groups	Private Sector
Representatives	Mr. Rick Jacobsen <i>Global Witness (UK)</i>	Mr. Juan Carlos Jinitach <i>Coordinator of Indigenous Organizations of the Amazon River Basin (COICA) (Ecuador)</i>	Mr. Steven Gray <i>Climate Markets and Investment Association (UK)</i>
	Ms. Fernanda Gebara <i>Fundação Getúlio Vargas (Brazil)</i>	Mr. Khamla Soubandith <i>Community Knowledge Support Association (CKSA) (Lao PDR)</i>	Mr. Marco Antonio Fujihara <i>Forum Nacional das Atividades de Base</i>

			<i>Florestal (Brazil)</i>
Alternates	Ms. Gertrude Kabusimbi Kenyangi <i>Support for Women in Agriculture and Environment (SWAGEN)(Uganda)</i>	Ms. Saoudata Aboubacrine <i>Tinhinane (Burkina Faso)</i>	Not selected
	Ms. Archana Godbole <i>Applied Environmental Research Foundation (India)</i>	Mr. Marcial Arias <i>Indigenous Council of Central America (CICA) (Panama)</i>	Not selected

IV. POTENTIAL COSTS AND OTHER IMPLICATIONS

Costs

15. At the May meeting of the FIP Sub-Committee, one Member noted that if any of the observers were afforded the opportunity to be accompanied by an advisor, than all selected observers should be accorded the same opportunity. In terms of cost, the implication is that the CIF Administrative Unit would be requested to finance the participation of not only observers from developing countries but also the advisors who would be selected to accompany them.

16. For self-selected representatives of developing country NGOs, indigenous peoples groups and the private sector, the CIF covers the costs of airline tickets, hotel, and transportation to and from the airport together with a daily subsistence allowance.

17. The cost of financing the participation of FIP observers from developing countries to FIP Sub-Committee meetings held in Washington, DC, is approximately USD 35,000 per meeting. If the CIF were to cover the cost of two individuals from each developing country observer organization, it is expected that the cost would double for each meeting.