

October 24, 2015

[Approved by mail]: Standard Process for Assigning Decision Making Methodology during the Trust Fund Committee and Sub-Committee Meetings – Proposed Decision

Dear CTF and SCF Trust Fund Committees Members,

You will recall that on May 11, 2015, the joint meeting of the CTF and SCF Trust Fund Committees reviewed the document *JOINT CTF-SCF/TFC.14/4, Measures to Improve the Governance of the Climate Investment Funds*, and requested the CIF Administrative Unit to propose a standard process for assigning which decisions should be discussed during the Trust Fund Committee and Sub-Committee meetings, and which decisions should be processed through an approval-by-mail.

Please find attached a document entitled, *Standard Process for Assigning Decision Making Methodology during the Trust Fund Committee and Sub-Committee Meetings*, for your review and approval.

The CTF and SCF Trust Fund Committees are requested to approve the following decision:

The CTF and SCF Trust Fund Committees, having reviewed the document, *Standard Process for Assigning Decision Making Methodology during the Trust Fund Committee and Sub-Committee Meetings*, agrees to the measures presented in the document including the following proposals:

- a) Decisions taken during Trust Fund Committee and Sub-Committee meetings;
- b) Decisions taken through an approval by mail;
- c) The methodology of approving documents that fall outside of the guidelines;
- d) Procedure for changes or exceptions to the decision-making methodology;
- e) Issues arising between meetings.

The Committees are requested to note that if the above decision is approved by mail before the beginning of the next set of regular Trust Fund Committee and Sub-Committee meetings the use of this proposed decision making methodology will begin at the Trust Fund Committee and Sub-Committee meetings in November 2015.

If we do not receive an objection to this proposed decision by close of business on **October 28, 2015**, the decision will be approved.

Sincerely,

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