

CLIMATE INVESTMENT FUNDS

CTF-SCF/TFC.3/6

October 13, 2009

Joint Meeting of the CTF and SCF Trust Fund Committees
Washington, D.C.
October 28, 2009

UPDATE ON THE PROCESS FOR THE SELF SELECTION OF OBSERVERS

Proposed Decision by Joint CTF and SCF Trust Fund Committees

The joint meeting of the CTF/SCF Trust Fund Committees reviewed document CTF-SCF/TFC.3/6, *Update on the Process for the Self Selection of Observers*, and takes note of the results from the self-selection process for observers for non-profit civil society and the private sector to the CTF and SCF Trust Fund Committees and the PPCR Sub-Committee. It welcomes the progress made in the self-selection process, and invites the CIF Administrative Unit to ensure that a process is in place to fill the remaining observer seats for the CIFs. The Trust Fund Committees request that an update on the self-selection process be submitted for their review at the joint meeting in March 2010.

Introduction

1. In January 2009, the CIF Committees approved guidelines to promote the participation of civil society in the Trust Fund Committee meetings in accordance with the Committees' rules of procedure.
2. Civil society representatives are to be invited to participate in the meetings of the Trust Fund Committees as "active" observers. This means that observers may:
 - a) Request the floor during discussions of the Trust Fund Committee to make verbal interventions. Selected observers from each of the constituency groups are requested to work together to coordinate their interventions so as to maximize the efficiency of the Trust Fund Committee proceedings,
 - b) Request the Co-Chairs to add agenda items to the provisional agenda.
 - c) Recommend to the Trust Fund Committee or the Co-Chairs external experts to speak on a specific agenda item.
3. This paper provides:
 - a) an update on the results of the self-selection process of observers for civil society organizations and the private sector for the CTF Trust Fund Committee, the SCF Trust Fund Committee and the Sub-Committee of the Pilot Program on Climate Resilience (PPCR);
 - b) a progress report on the self-selection process of observers for civil society and the private sector for the Sub-Committees of the Forest Investment Program (FIP) and the Scaling-up Renewable Energy Program for Low Income Countries (SREP) under the SCF; and
 - c) A progress report on the proposed approach for the self-selection process of indigenous peoples representatives to the CTF and SCF Trust Fund Committees and the Sub-committees to FIP, PPCR and SREP.

Results from Self-Selection Process of Observers for Non-Profit Civil Society Organizations and the Private Sector for CTF, SCF and PPCR

Non-Profit Civil Society Organization Observers

4. RESOLVE provided process design, management and facilitation services for the self-selection process for non-profit civil society observers on two CIF trust fund committees (the CTF and SCF) and the PPCR Sub-Committee.
5. RESOLVE, a NGO founded in 1977, has been a pioneer in helping diverse interests engage in collaborative decision-making and collaborative action to develop improved solutions to public issues. The depth and diversity of RESOLVE's experience is reflected in its project work and the significant impact these projects have had on a wide range of issues, both at the

local level and nationally. As a leader for 30 years in designing and supporting collaborative decision-making processes, facilitating policy dialogues, and mediating site-specific disputes, RESOLVE is known for helping parties analyze and work through difficult issues, particularly those involving highly visible and political dynamics, complex scientific and technical information, and cultural differences.

6. There were multiple steps to the self-selection process, which RESOLVE designed in consultation with nonprofit civil society members and an Advisory Committee. The following steps were intended to account for the input from nonprofit civil society members and to ensure that criteria important to civil society members were met:

STEP-1: RESOLVE launched the self-selection process by reaching out to stakeholders to consult them on important criteria for observers and for members of an Advisory Committee (AC) that would give guidance to RESOLVE throughout the process. Drawing on the criteria generated by civil society stakeholders, RESOLVE then identified and invited a small group of well-respected civil society members who were not themselves interested in holding the observer seats to join the AC.

STEP-2: RESOLVE invited applications for the observer seats from members of nonprofit civil society organizations, networks, and communities.

STEP-3: The Advisory Committee and RESOLVE developed a shortlist of candidates based on the criteria for individual candidates.

STEP-4: RESOLVE posted the shortlist of candidates and widely circulated an announcement inviting nonprofit civil society members to vote on candidates from their region.

STEP-5: After the voting process was complete, RESOLVE and the AC used the results of the vote as one important piece of input, along with the criteria for achieving balance, for producing a final list of observers and alternates.

7. The final report by RESOLVE is attached to this progress report (Annex 1). The final list of observers and alternates and the results of the voting process are available on the RESOLVE website (www.resolv.org/cif). The final list is also published on the CIF website.

Private Sector

8. The World Business Council for Sustainable Development (WBCSD) agreed to facilitate the self-selection process for private sector observers to the CTF and SCF Trust Fund Committees and the PPCR Sub-Committee. The self-selection process was directed at business associations to ensure that the business community is represented in the CIF meetings. The process is now finalized.

9. The World Business Council for Sustainable Development (WBCSD) is a CEO-led, global association of some 200 companies dealing exclusively with business and sustainable development. The Council provides a platform for companies to explore sustainable development, share knowledge, experiences and best practices, and to advocate business positions on these issues in a variety of forums, working with governments, non-governmental and intergovernmental organizations.

10. The design and facilitation of the self-selection process for the permanent observer seats was done in consultation with RESOLVE and the CIF Administrative Unit to ensure a transparent, fair process and consistency between criteria, timelines and processes.

11. An advisory board was formed to ensure transparency in the design and implementation of the self-selection process. This advisory board was comprised of five recognized energy and climate change experts, who were selected after consultations with the private sector, a broad range of stakeholders, the CIF Administrative Unit and the accredited UNFCCC business and industry NGOs.

12. The WBCSD established the following steps in the self-selection process:

STEP-1: Identification and invitation of a small group of recognized experts to join the advisory board.

STEP-2: Development of guidelines and criteria for the self-selection process of two seats for the CTF, SCF and PPCR by the advisory board.

STEP-3: Public call for applications.

STEP-4: Preparation of a candidate assessment matrix based on the defined criteria for the advisory board to make quantitative and qualitative assessments.

STEP-5: Selection of permanent observer seats by the advisory board based on consultations.

STEP-6: Communication of the decision of the board to the CIF Administrative Unit and the applicants.

13. The final report by the WBCSD is annexed to this report (Annex 2). The names of the self-selected observer representatives for the private sector are listed on the CIF website.

14. Annex 3 presents a list with the names of all selected observers from non-profit civil society and the private sector to the CTF and SCF Trust Fund Committees and the PPCR Subcommittee.

Self-selection Process of Observers for Non-Profit Civil Society and the Private Sector for FIP and SREP

15. In accordance with the FIP Design Document and the *Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees*, approved by the SCF Trust Fund Committee, civil society organizations are to undertake a self selection process to identify representatives to observe the meetings of the FIP and the SREP Sub-Committees. Based on the experience working with RESOLVE and the WBCSD, the CIF Administrative Unit is now seeking to engage the same organizations in facilitating a similar process for the CSO and private sector observer seats to the FIP and SREP Sub-Committees. It is expected that this process will be completed in January 2010.

Proposed Approach for the Self-Selection Process of Indigenous Peoples Representative Observers to the CIFs

16. With regards to the self-selection process of observers for *indigenous peoples*, the CIF Administrative Unit approached representatives of the indigenous peoples groups who had participated in the FIP design process, and also the UN Forum on Indigenous Peoples Issues (UNPFII), to receive advice on an approach for the observer self-selection process which would be appropriate for the indigenous peoples' community.

17. It is hoped that the self-selection process for IP observers can be concluded by mid February 2010 to ensure that the representatives can participate in the March meetings of the CIF and the CIF Partnership Forum in Manila, Philippines.

Interim Arrangements for Observers

18. Since the self selection process for the observers described above will not be completed in time for the October Trust Fund Committee and Sub-Committee meetings, the CIF Administrative Unit proposed the following interim arrangements:

- a) For the CSO observers, the CSO representatives have been invited who have been self-selected for the Strategic Climate Fund Committee to participate as observers in the FIP Sub-Committee¹.
- b) For the observers from indigenous peoples group, the two representatives that have been identified by the UN Permanent Forum on Indigenous Issues to observe all CIF meetings (Victoria Tauli-Corpuz, Executive Director, TEBTEBBA Foundation, Philippines and Naomi Kipuri, Arid Lands Institute, Kenya) have been invited to participate as the two representatives to the FIP Sub-Committee. In addition, and bearing in mind the need for regional balance in representation, COICA and the International Alliance of Indigenous and Tribal Peoples of Tropical Forests, two additional organizations that participated in

¹ The SREP Sub-Committee will only meet once the \$250million threshold for pledges has been reached.

the FIP design meeting, have been invited to send two alternate representatives to observe the meetings.

- c) For the private sector observers, WBCSD has been invited to select two representatives and two alternates.

Next Steps

19. Trust Fund Committee Members will note that the report submitted by RESOLVE and the WBCSD contain a number of recommendations with respect to the process followed for selecting observers as well as the procedures for observers' participation at Trust Fund Committee meetings. It is proposed that at the next joint meeting of the CTF and SCF Trust Fund Committees (March 2010), an agenda item is included under which these recommendations can be discussed by the Trust Fund Committee with a view to revising the approved guidelines on observers if necessary. It is hoped that by the time of the March meetings, there may also be lessons emerging from the self selection process adopted by indigenous peoples groups that might also inform the discussion.

20. In this regard, it will be recalled that the Strategic Climate Fund, at its meeting in May 2009, requested the Administrative Unit to explore the costs of interpretation and translation as a means to facilitate the participation of observers. This information will be made available to the joint meeting of the Trust Fund Committee in March to assist it in considering the recommendations from the self selection process. It will also be recalled that the joint meeting of the CTF and SCF Trust Fund Committees will have before it for review and approval the CIF budget for FY11, and that the discussion on interpretation and translation and associated costs would be pertinent to the review of the budget proposal.

Annex 1: Final Report – RESOLVE

RESOLVE Facilitation of Self-Selection Process for Civil Society Observers on the CIF Trust Fund Committees

August 7, 2009

In this report, RESOLVE summarizes our activities in designing, managing, and providing facilitation support and services for the self-selection process for civil society on two CIF committees (the Clean Technology Fund and the Strategic Climate Fund) and one sub-committee (Pilot Program for Climate Resilience). The final result of that process - a list of proposed civil society observers and alternates - is attached. We also present below our recommendations for the functioning of the civil society observer seats, which we developed in consultation with our Advisory Committee (AC). In Appendix A, we offer a proposal on future self-selection processes and in Appendix B, we make recommendations for the selection of a “representative from a community dependent on adaptation approaches to secure livelihoods” to the PPCR.

I. Summary of Activities

Below is a summary of RESOLVE’s major activities in carrying out the civil society self-selection process for observers on the CIF committees. The summary is organized according to the phases we proposed.

1. Develop Plan for Civil Society Observer Self-Selection Process.

RESOLVE began the process by consulting with key officials at the CIF Administrative Unit in order to fully understand the prior work and the project needs and parameters. We then conducted initial interviews with stakeholders to gather input on the design of the self-selection process, criteria for the observer seats, criteria for the Advisory Committee, and nominations for AC members. We also held a consultation session with civil society members at the Civil Society Policy Forum at the World Bank on April 24th. Drawing on the criteria generated by civil society stakeholders, RESOLVE identified and invited a small group of well-respected civil society members who did not have an interest in holding the observer seats to join the AC. RESOLVE then drafted straw documents for the AC’s review that described the selection process and possible criteria for the observer seats. We continued to seek broad stakeholder input (via email) on the draft selection criteria. In addition to the selection process and criteria documents, we also developed a set of consultation questions to ask civil society members, a draft application form, and a draft announcement of the call for applications. We made individual calls to AC members to consult them on the draft documents and proposed process (members were not available for a group conference call), summarized the points made on the calls, and circulated the summaries to the full AC. Finally, we set up a project website and compiled a contact database of civil society organizations.

2. Finalize and Formally Announce Selection Process

Given that there were only a few weeks between the beginning of the self-selection project and May CIF meetings, RESOLVE held an abbreviated selection process to identify temporary civil society observers for the May meetings. We circulated an announcement of the observer opportunity, accepted and reviewed

candidate responses, and answered questions on the process. We also posted information on the interim selection process on the RESOLVE CIF website. After the application period closed, we prepared a proposed slate of candidates and consulted some key civil society members (this occurred prior to the formation of the AC) on the final list. Once the candidates were selected, we informed the applicants of the selection decisions and provided guidelines and information on next steps to the May observers. RESOLVE also assisted in coordination among the observers and in the planning of orientation sessions. Members of our staff attended portions of the May CIF committee meetings to provide updates on the self-selection process.

After the May meetings, we drew on the AC's advice to finalize the observer criteria, our proposal for the long-term selection process, the announcement of the call for applications, and the application form. We also developed instructions to voters and text for the CIF webpages. We worked with the CIF Administrative Unit to coordinate the translation of the call for applications and the instructions to voters into eleven languages (the official World Bank languages plus the languages of the countries with investment plans under the CTF and recipient countries under the PPCR).

3. Manage the Self-Selection Process and Submit Recommendations to CIF Administrative Unit

On June 15, RESOLVE issued a call for applications and posted the application form, instructions to voters, and criteria for observer seats on the RESOLVE CIF website. We conducted outreach to relevant civil society organizations and networks and posted application information on listservs and websites. We made an effort to disseminate our announcement widely and reach out to a variety of groups, including NGOs, development and environment institutions, "think tanks", local communities, and indigenous peoples' groups. Over the next month, we responded to inquiries on the process, accepted applications, and identified issues with the applications and followed up with the candidates. RESOLVE staff also read and ranked the applications according to the criteria for the observer seats. Midway through the process, we sent out a reminder of the deadline to potential applicants. Finally, we developed a draft voting announcement, instructions to voters, and developed a webpage to manage the voting process.

After the application period closed on July 15, RESOLVE drafted a proposed shortlist of candidates and held conference calls with the AC. Once the shortlist was finalized, we notified applicants whether they had been shortlisted and encouraged those who had not been shortlisted to continue participating in the process. We worked with the CIF Administrative Unit to coordinate the translation of the voting announcement, voting instructions, and profiles of the shortlisted candidates into eleven languages. We posted the applications and translated profiles of the shortlisted candidates on the voting webpage. Finally, we disseminated the voting announcement to our outreach database.

Over the next two weeks, RESOLVE responded to questions from voters and monitored the election returns. To the extent possible, we contacted those who appeared to be ineligible to vote (private sector, governmental, or non-affiliated voters) by email and asked them to clarify their affiliations. Once the voting period closed, we added any clarifications we had received and discarded ineligible votes.

From the final tally, we compiled a proposed list of observers and alternates and identified key questions for the AC's review. RESOLVE and the AC considered first the results of the voting process and then the Criteria for Achieving Balance (detailed in the "Criteria for Civil Society Observers" document posted on the RESOLVE website) when producing a final slate of seats for each committee. After holding calls with AC

members, we followed up to ask clarifying questions of some of the candidates. We then produced a final list of observers and alternates (attached) for the CIF Administrative Unit. We plan to notify the successful and unsuccessful candidates by email and refer them to the CIF Administrative Unit for further information on the CIF meetings. We will also circulate and post an announcement of the final results of the self-selection process.

4. Additional Activities

Please see Appendix A for our proposal on future self-selection process, and Appendix B for our proposal for the selection of a “representative from a community dependent on adaptation approaches to secure livelihoods” to the PPCR.

II. Recommendations on the Functioning of the Civil Society Observer Seats

Many of the recommendations below were developed based on advice from civil society participants and our Advisory Committee, which is composed of well-respected civil society members who do not personally have an interest in serving as observers on the CIFs. Other recommendations stem from RESOLVE’s observations of the civil society community’s engagement in the self-selection process and with the CIF committees.

A. Alternates

In addition to the four civil society observers per committee, RESOLVE recommends that there be one alternate for each committee, in order to ensure that four observers are present at all meetings. Alternates should receive all the information that is provided to observers and should be included on all correspondence and conference calls to enable them to step in as needed. We suggest that alternates serve for one year and that they may re-apply for the observer seats in the following year’s selection process.

B. Length of Terms/Term Limits

RESOLVE recommends that observers serve for two-year terms. The terms should be staggered, so that only half the seats turn over at one time. Therefore, half of the observers selected through this initial self-selection process will serve only one year and the other half will serve two years (to be determined at random). Observers should be limited to serving one term only.

C. Responsibilities of Observers

Civil society stakeholders have identified some important responsibilities for observers, including the following:

- Preparing for meetings and gathering input from members of their organization/network/community on the issues that will be raised at the meetings
- Taking into account the concerns of the larger civil society community (and not only their own organization/network/community)
- Sharing information from the meetings and lessons learned on the process with the larger civil society community

D. Resources for Observers

In light of the geographic diversity and varying resources of the selected observers, we recommend that a resource plan be developed to ensure effective CSO participation. The plan could include orientation, training, networking tools (e.g., listservs, website), development of an agreed-upon set of obligations and norms for observers' engagement with their constituencies, and ongoing organization and facilitation of conference calls for observers to coordinate with each other on their input at the CIF meetings. RESOLVE would be interested in developing and implementing this plan, and we would be glad to discuss this opportunity further with the CIF Administrative Unit.

E. Travel Funding

During the selection process, a number of civil society members from developed countries mentioned that the lack of travel funding posed an insurmountable obstacle to their participation in the CIF meetings. We received only one application from a developed country candidate outside the United States. For civil society participation in the CIFs to be both diverse and credible, it is important that the opportunity to serve as observers be accessible to CSOs from all regions. Therefore, RESOLVE recommends that opportunity for travel funding be made available to all observers, not only those from developing countries.

F. Translation Services

RESOLVE commends the effort that the CIF Administrative Unit put into providing translations of outreach documents for the civil society self-selection process. Translating announcements and descriptions of the process was critical to encouraging the broad participation of the civil society community. We urge the CIF Administrative Unit to continue this practice in future processes. We also suggest tracking the frequency of use of each of the translated documents (number of hits on the website, for example), in order to determine which languages are most needed.

Furthermore, for effective CSO participation, it is important that the observers be able to understand and communicate effectively in the CIF meetings, which can often be challenging and technical. Given the variation in the language abilities of the observers (although all of them have some capacity to communicate in English), it would be helpful to establish a mechanism, perhaps with the assistance of member countries, to provide translation services to those who request it at the CIF meetings. This might be of greater importance in the case of the PPCR community seat. If this representative is expected to be a legitimate representative of a local community, he or she might not have the advanced English skills that are required for effective participation. Therefore, we suggest exploring options for providing translation services for those who need them.

G. Access to Meetings and Documents

In order for observers to be able to engage effectively in the meetings, it is important to provide them with the meeting documents sufficiently in advance of the meeting to allow them to prepare. We recommend providing detailed agendas and key documents (to the extent possible) a minimum of two weeks in advance of the meetings. Given that observers are to provide suggestions on the agenda, as set forth in the "Guidelines for Inviting Representatives of Civil Society to Observe," they will also need to be informed of or involved in the process of agenda development.

At the meetings, we recommend that observers be allowed to participate in as many sessions as possible, maximizing their ability to contribute to the work of the committees. For the observers on the SCF and its PPCR sub-committee in particular, it would be helpful if they could attend the meetings of both committees, even if they are simply listening in on the meetings of the other committee. A civil society member also suggested that other CSO members be permitted to listen to the proceedings. While the selected observers would remain the designated spokespeople, open meetings would help their civil society constituents to stay abreast of the issues and more productively interact with the observers. We propose that the CIF Administrative Unit consider this suggestion for future meetings.

Annex 2: Final Report – World Business Council on Sustainable Development (WBCSD)

Climate Investment Funds self selection process for private sector observers

Process

Nominations for the CIF fund committees and sub-committee were received from 8 organizations and 2 individuals and before the deadline of 25 July 2009. Five organizations/individuals applied for more than one entity. The nominations were assessed by the advisory board based on the criteria established for each of the three funds.

Quantitative assessments were received from three members of the advisory board; a qualitative assessment was received by one; and the fifth was not in a position to provide feedback.

The quantitative results were collated and a summary was circulated and discussed by the advisory board.

Assessments

The advisory board agreed to adopt the following principles to guide their recommendations of candidates.

- Maximizing business interest - not having one organization on two sub-committees, provided there are good alternative candidates.
- Balancing the two organizations represented on each committee – e.g. one could have broad communications/network, the other specific relevant expertise.
- Requiring a broad understanding of international processes and an interest and capacity in knowledge sharing and dissemination.
- Not proposing an inadequate candidate where there might be a lack of suitable candidates.

Results

The following organizations/individuals were chosen based on these guiding principles:

1. Clean Technology Fund

WBCSD - Marc Stuart, Ecosecurities

GWEC - Steve Sawyer (supported by BCSE/Lisa Jacobson)

2. Strategic Climate Fund

ICC - Granville Martin, JPMorgan Chase

3. Pilot Program for Climate Resilience (PPCR)

None of the applicants for the PPCR were considered eligible. It was decided not to recommend anyone, but to keep the opportunity open, and to continue to seek a suitable candidate.

Reporting and information sharing

Each observer should gather inputs into the meetings and provide reports of the meetings they attend. They may circulate these using their own channels, as well as providing them to the WBCSD, who will act as a central repository and information source through its website and other channels.

Follow up

WBCSD has contacted the recommended observers who have agreed. GWEC has also agreed to collaborate closely with BCSE, which would provide a global relevant sector perspective complimented with a broader more national perspective, perceived by the advisory board to maximize observer value. GWEC could remain the prime contact with the Administrative Unit and could agree with BCSE on who would be the observer to any meeting.

WBCSD has informed all candidates of the results and will update the information on its website.

WBCSD requests the CIF Administrative Unit to consider using the WBCSD as a passive observer on those funds where it is not represented directly as an observer. This would be useful to ensure quality control over reporting and to assist in information dissemination. This will be particularly useful, for the PPCR where no candidates were recommended, in order to maintain a business "eye" with a view of identifying potential candidates.

Annex 3: List of Observers from Non-Profit Civil Society and Private Sector (as of October 8, 2009)

Name	Organization	Country	CIF Committee
Non-Profit Civil Society			
John Bosco Gakumba	NILE Basin Discourse Forum in Rwanda	Rwanda	CTF TFC
Bhawani Shanker Kusum	Gram Bharati Samiti	India	CTF TFC
Smita Nakhoda	World Resources Institute	USA	CTF TFC
Omar Esau Nuñez Vasquez	Honduran Association of Boards for Water Systems Administration	Honduras	CTF TFC
Wasim Wagha (Alternate)	DAMAAN Development Organization	Pakistan	CTF TFC
Elder Ogazi Emeka	Transparency and Economic Development Initiatives, Climate Change Nigeria, and Publish What You Pay Nigeria	Nigeria	SCF TFC
Bhola Bhattarai	Federation of Community Forestry Users Nepal (FECOFUN)	Nepal	SCF TFC
Susanne Breitkopf	Greenpeace International	USA	SCF TFC
Teresa Flores Bedregal,	Association for Defense of Nature – PRODENA	Bolivia	SCF TFC
Sena Alouka (Alternate)	Jeunes Volontaires pour l'Environnement	Togo	SCF TFC
Maurice O. Odhiambo	Resource Conflict Institute (RECONCILE)	Kenya	PPCR SC
Maksha Ram Maharjan	CARE Nepal	Nepal	PPCR SC
Ilana Solomon	ActionAid	USA	PPCR SC
Sergio Fonseca	APREC Coastal Ecosystems	Brazil	PPCR SC
Ghan Shyam Pandey (Alternate)	FECOFUN	Nepal	PPCR SC
Private Sector			
Marc Stuart	The World Business		CTF TFC

(EcoSecurities)	Council for Sustainable Development (WBCSD)		
Steve Sawyer (supported by Business Council for Sustainable Energy (BCSE)/ Lisa Jacobson)	Global Wind Energy Council (GWEC)		CTF TFC
Granville Martin (JP Morgan Chase)	International Chamber of Commerce (ICC)		SCF TFC
Elizabeth Wallace	MEDA Investment Inc		SCF TFC
None of the applicants for the PPCR so far were considered eligible (process ongoing)			PPCR SC