

An Overview of the CIF

Governance and Programming Information



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Foreword

To achieve its climate and development objectives, the Climate Investment Funds (CIF) relies on the active collaboration and partnership with multiple stakeholders, including national governments, citizens, donors, multilateral development banks, civil society organizations, indigenous peoples, and the private sector.

This overview of the CIF has been created to introduce the CIF governance structure and procedures to all those that are new to the CIF or desire to know more about our work.

To demonstrate the value we place on sharing information with all our stakeholders, the CIF will publish this overview in three languages: English, French and Spanish.

This booklet contains five modules explaining the governing structure of the CIF including its processes and procedures, and the roles and responsibilities of various stakeholders. More detailed information in this regard is available on the CIF website: <http://www.climateinvestmentfunds.org>

The CIF's commitment to transparency is exemplified by the publication of project information with the International Aid Transparency Initiative (IATI) and availing all official documents to the public through the CIF website. This booklet further strengthens this commitment.

We hope it will bring you closer to understanding the CIF's mandate to positively impact climate-smart development.

Mafalda Duarte

Program Manager

Climate Investment Funds

Module 1: Introduction to the CIF

1.1 Overview

The Climate Investment Funds (CIF) were established as a global partnership to help address the challenges posed by climate change to development. The funds consist of a set of financing and risk mitigation instruments (including grants and highly concessional financing) that help developing countries achieve climate-resilient, low carbon development. They are designed to simultaneously deliver strong development and climate outcomes.

The multilateral development banks (MDBs) serve as implementing agencies for the CIF-funded projects. These MDBs are the African Development Bank (AfDB), Asian Development Bank (ADB), European Bank for Reconstruction and Development (EBRD), Inter-American Development Bank (IDB), and World Bank Group (WBG), including the International Finance Corporation (IFC).

The CIF is composed of two trust funds: the Clean Technology Fund (CTF) and the Strategic Climate Fund (SCF). Each fund has its own distinct programmatic focus and is governed by its own Trust Fund Committee. Within each program, governments and the MDBs work with other development partners, including the United Nations (UN) and UN agencies (such as the United Nations Development Program and United Nations Environment Program), bilateral development agencies, civil society organizations (CSOs), indigenous peoples' groups, and the private sector. These partnerships encourage national-level engagement and promote coordination with ongoing initiatives.

1.2 Governance and Organizational Structure

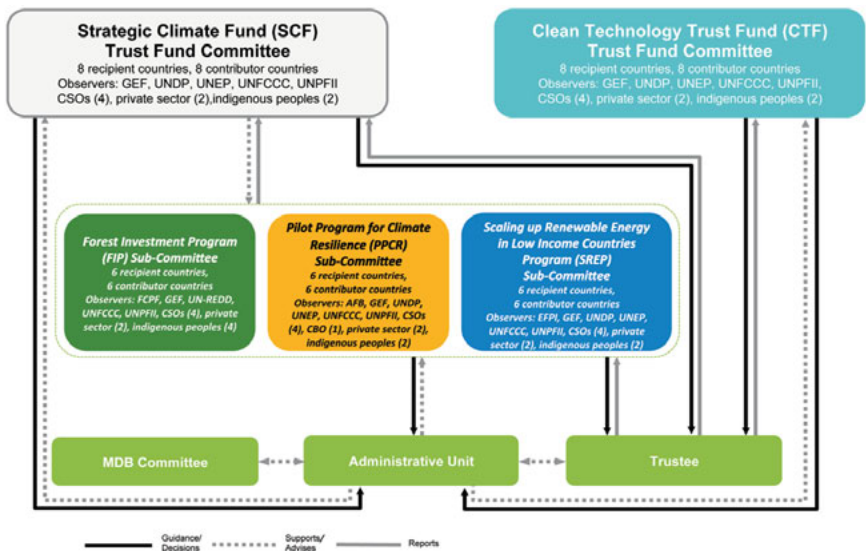
The CIF is distinguished by a uniquely broad-based and inclusive governance structure. The CTF and the SCF Trust Funds are each governed by a Trust Fund Committee. The SCF further designates Sub-Committees to govern each of its three-targeted programs: the Pilot Program for Climate Resilience (PPCR), the Forest Investment Program (FIP), and the Scaling-Up

Renewable Energy in Low Income Countries Program (SREP). Each Trust Fund Committee and Sub-Committee is composed of equal representation from contributor and recipient countries. The CIF Administrative Unit, MDB Committee, and Trustee support the work of both Trust Funds.

In the Trust Fund Committees and Sub-Committees, country representatives make decisions together with input from Observers, who are self-selected representatives of civil society, the private sector, and indigenous peoples' groups. Decisions are made by consensus, with no provision for voting.

The Trust Fund Committees of the CTF and the SCF each have eight Members from contributor countries (chosen through a consultation among contributors) and eight Members from eligible recipient countries (selected through consultations among eligible recipient countries). The SCF Sub-Committees each have six Members from contributor and six Members from developing countries. At least one Member of each Sub-Committee also has a seat on the SCF Trust Fund Committee. Countries selected for pilot programs are given first priority when Sub-Committee seats are allocated.

FIGURE 1. Climate Investment Funds Governance Structure



1.3 Multilateral Development Banks

A key feature of CIF programming is the role of the MDBs. The largest development organizations in the world, the MDBs offer grants and highly concessional financing as well as extensive technical knowledge and experience in project design and implementation. The MDBs disburse CIF resources to support effective and flexible implementation of country-led programs and investments. For the CIF, MDB involvement helps mitigate risk and encourages other actors to participate, thereby facilitating the mobilization of co-financing and harmonization of policy support. The CIF leverages financing not only from the MDBs themselves, but also from other development actors (including UN agencies and bilateral development agencies) and the private sector, thereby demonstrating the potential of scaled-up, blended development financing.

The MDB Committee of the CIF was established to facilitate collaboration, coordination, and information exchange among the MDBs. The MDB Committee comprises representatives of the MDBs and is responsible for:

1. serving as a forum to ensure effective operational coordination and exchange of information;
2. reviewing provisional agendas, documents, and recommendations proposed by the Administrative Unit on program criteria and priorities;
3. monitoring progress in implementing programs and reporting to the CIF Trust Fund Committees on compliance with approved policies;
4. reviewing a draft annual report on CIF activities, performance, and lessons-learned, which includes details of the CIF's portfolio, status of implementation, funding allocations for the previous period, pipeline of projects and funding projections, administrative costs incurred, and other pertinent information.

1.4 Administrative Unit

The Administrative Unit facilitates the work of the CIF. It is housed in the World Bank Group's Washington, D.C. offices and comprises a small professional and administrative staff. The CIF Administrative Unit is responsible for:

1. preparing, in consultation with the MDB Committee, provisional agendas, documents, and recommendations on program criteria and

- priorities, and overseeing the activity cycle for approval by the CIF Trust Fund Committees;
2. managing partnerships and stakeholder engagement including convening meetings of the MDB Committee and servicing stakeholders at the governance level;
 3. servicing the meetings of the Trust Fund Committees and Observers;
 4. managing a comprehensive database of the Clean Technology Fund and Strategic Climate Fund's activities, knowledge management system, results measurements system, and learning program;
 5. preparing an annual consolidated report on the Trust Funds' activities, performance, and lessons-learned.

1.5 Trustee

The International Bank for Reconstruction and Development (IBRD) of the World Bank Group serves as the Trustee for the CIF. In this capacity, IBRD established both the CTF and SCF to receive donor contributions. As a legal owner and administrator, the Trustee holds in trust the funds, assets, and receipts that constitute the CTF and SCF, pursuant to the terms entered into with the contributors.

With the approval of the Trust Fund Committees, the Trustee makes commitments and transfers of CIF resources to the MDBs. Regular reports on the financial status of the Trust Funds are provided by the Trustee to the CTF and SCF Trust Fund Committees. The Trustee is accountable to the Trust Fund Committees for its performance.

1.6 CIF Observers

The CIF governing structure represents a unique model for multi-stakeholder engagement. Stakeholders are invited to participate in meetings of the Trust Fund Committees and Sub-Committees as Observers in order to help promote sound and transparent decision making, efficient use of resources, and complementarily with other sources of financing. Observers are drawn from CSOs, the private sector, and indigenous peoples' groups. Representatives from organizations such as the Green Climate Fund (GCF), Global Environment Facility (GEF), United Nations Framework

Convention on Climate Change (UNFCCC), United Nations Development Program (UNDP), and United Nations Environment Program (UNEP) are also invited to observe meetings (see pages 21–22 for a complete listing). Additionally, any Member of any SCF Sub-Committee who is not a Member of the SCF Trust Fund Committee is invited to observe SCF Trust Fund Committee meetings.

1.7 Expert Groups

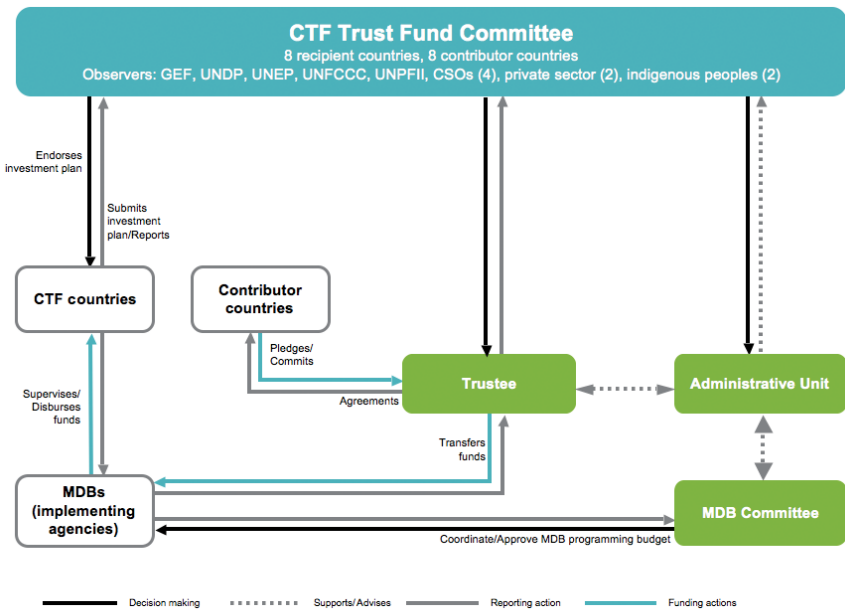
For the purpose of recommending countries to become pilots of their programs, the Sub-Committees of the PPCR, FIP, and SREP each establish an independent Expert Group. Members of these groups are chosen for their expertise, diversity of perspective, and strategic and operational experience in relevant areas, including agriculture, energy, forestry, fisheries, and health. The groups include experts from both developing and developed countries and emphasizes regional and gender diversity.

Module 2: Trust Fund Committees and Sub-Committees

2.1 CTF Trust Fund Committee

Purpose and Objectives: The CTF aims to provide scaled-up financing to contribute to demonstration, deployment, and transfer of low-carbon technologies with significant potential for long-term greenhouse gas emissions savings. CTF concessional financing focuses on large-scale, country-led projects in renewable energy (wind, solar, geothermal), transport (bus rapid transit, public transportation, high efficiency vehicles, modal shifts), and energy efficiency (industry, building, district heating, municipal, and household). Recognizing that a combination of public sector policies and private sector action can achieve major results in low carbon development, the CTF places an emphasis on private sector engagement.

FIGURE 2. CTF Governance Structure



Governance: The CTF Trust Fund Committee is the decision-making body responsible for determining and overseeing the operations and activities of the CTF.

Composition: The CTF Trust Fund Committee includes:

- eight representatives from contributor countries to the CTF, identified through a consultation among contributors;
- eight representatives from eligible recipient countries to the CTF, identified through a consultation process among interested eligible recipient countries;
- when the CTF Trust Fund Committee considers an investment plan, program, or project for a country, a representative of such recipient country;
- a senior representative of the World Bank, recognizing the role of the World Bank as the overall coordinator of the CIF partnership;
- representatives of the MDBs, identified by the MDB Committee for each meeting of the CTF Trust Fund Committee on the basis of rotation among the MDBs.

Representatives from contributor and eligible recipient countries are decision-making Members and serve for 18 months.

Functions: The CTF Trust Fund Committee is responsible for:

- approving programming and pipeline priorities, operational criteria, and financing modalities;
- endorsing further development of activities in investment plans for CTF financing;
- approving allocation of CTF resources for programs, projects, and administrative budgets;
- ensuring that the strategic orientation of the CTF is guided by the principles of the UNFCCC;
- ensuring monitoring and periodic independent evaluation of performance and financial accountability of the MDBs;
- approving annual reports of the CTF and reviewing reports from the Trustee on the financial status of the CTF.

2.2 SCF Trust Fund Committee

Purpose and Objectives: The SCF provides financing to pilot new development approaches to specific climate change challenges through three targeted programs: the FIP, PPCR, and SREP.

Governance: The SCF Trust Fund Committee is the decision-making body responsible for determining and overseeing the operations and activities of the SCF.

Composition: The SCF Trust Fund Committee includes:

- eight representatives from eligible recipient countries (or groups of such countries), identified through a consultation among interested eligible recipient countries;
- eight representatives from contributor countries (or groups of such countries), identified through a consultation among contributors;
- a senior representative of the World Bank;
- representatives of the MDBs, identified by the MDB Committee for each meeting of the SCF Trust Fund Committee on the basis of rotation among the MDBs.

Representatives from contributor and eligible recipient countries are decision making Members and serve for 18 months.

Functions: The SCF Trust Fund Committee is responsible for:

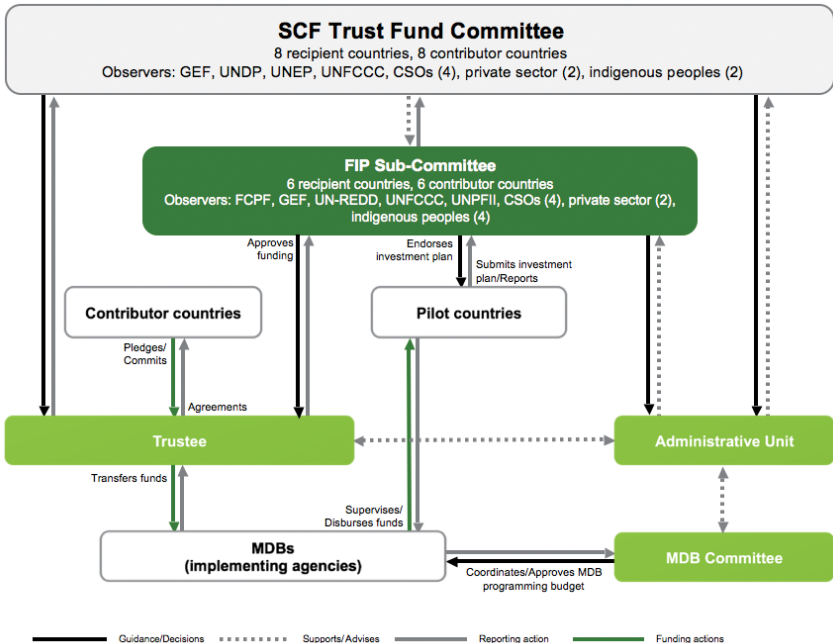
- approving establishment of SCF Programs and the scope, objectives, and eligibility criteria governing the use of the funds under the SCF Programs based on a consultative process and an analysis to determine the utility of new SCF Programs;
- establishing a SCF Sub-Committee for each SCF Program and designating who may participate in the SCF Sub-Committee;
- ensuring that the strategic orientation of the SCF is guided by the principles of the UNFCCC;
- ensuring monitoring and periodic independent evaluation of performance and financial accountability of MDBs;
- approving annual reports of the SCF.

2.3 FIP Sub-Committee

Purpose and Objectives: The FIP supports developing countries' efforts in reducing emissions from deforestation and forest degradation and promoting sustainable forest management and enhancement of forest carbon stocks (REDD+). The FIP provides up-front financing for readiness reforms and public and private investments identified through national REDD+ strategies. Simultaneously, the FIP helps countries to adapt to the impacts of climate change on forests while supporting the rights of indigenous peoples and local communities, reducing poverty, and enhancing rural livelihoods. By design, FIP resources complement other REDD+ financing mechanisms such as the Forest Carbon Partnership Facility (FCPF), the Global Environment Facility (GEF), and the UN-REDD Program.

Governance: The FIP Sub-Committee is the decision-making body responsible for overseeing the operations and activities of the FIP.

FIGURE 3. FIP Governance Structure



Composition: The FIP Sub-Committee includes:

- six representatives from contributor countries to the FIP, identified through a consultation among such contributors, at least one of which should be a Member of the SCF Trust Fund Committee;
- six representatives from eligible recipient countries to the FIP elected on a regional basis and identified through a consultation process among recipient countries, at least one of which should be a Member of the SCF Trust Fund Committee;
- all pilot countries under the program, members of the MDB Committee and the Trustee may attend the FIP Sub-Committee as Observers.

Representatives serve for 18 months.

Functions: The FIP Sub-Committee is responsible for:

- agreeing upon the number of country or regional pilot programs and appointing the members of the expert group;
- selecting pilot countries taking into consideration the recommendations of the expert group;
- approving elaborated programming priorities and operational criteria for the FIP
- approving financing terms and modalities for the FIP, including those for private sector activities;
- endorsing further development of activities in investment strategies for FIP financing;
- approving FIP financing for programs and projects;
- ensuring complementarity between activities foreseen for the FIP and activities of developing countries;
- periodically reviewing and publishing the effectiveness and impact of FIP programs and activities, and ensuring that “lessons learned” are applied to future FIP investments and transmitted through the SCF Trust Fund Committee to the UNFCCC and other stakeholders.

2.4 PPCR Sub-Committee

Purpose and Objectives: The PPCR provides incentives for integrating climate resilience at scale into national development planning. It offers funding for both public and private sector investments. PPCR pilot

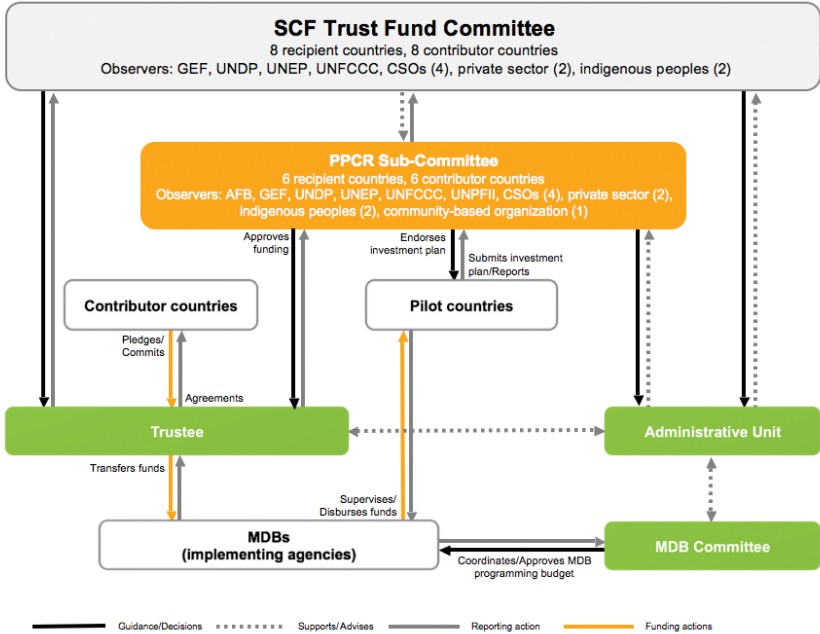
programs are designed to be country-led, to build on National Adaptation Programs of Action (NAPAs), to complement existing adaptation funding, and to support actions consistent with national poverty reduction and development goals.

Governance: The PPCR Sub-Committee is the decision-making body responsible for overseeing and approving the operations and activities of the PPCR.

Composition: The PPCR Sub-Committee includes:

- six representatives from contributor countries to the PPCR, identified through a consultation among such contributors, at least one of which should be a Member of the SCF Trust Fund Committee;
- six representatives from eligible recipient countries to the PPCR, identified through a consultation process among recipient countries, at least one of which should be a Member of the SCF Trust Fund Committee;

FIGURE 4. PPCR Governance Structure



- the developing country Chair or Vice-Chair of the Board of the Adaptation Fund (AFB) (or any other member of the AFB nominated by him or her);
- when the PPCR Sub-Committee considers PPCR funding a program for a country, a representative of such recipient country, during deliberations of the PPCR Sub-Committee on such;
- members of the MDB Committee and the Trustee.

Representatives from contributor and eligible recipient countries are decision-making Members, and serve for 18 months.

Functions: The PPCR-Sub-Committee is responsible for:

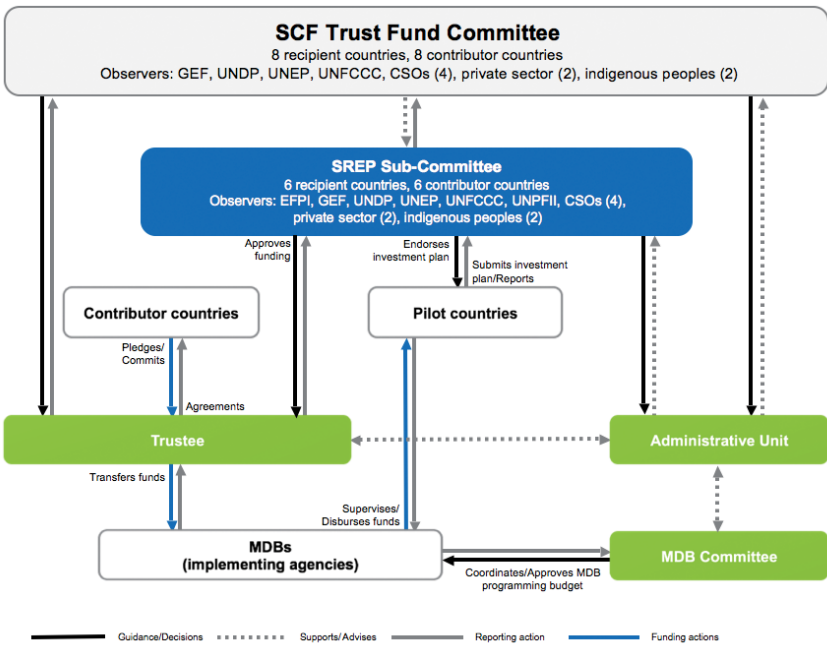
- approving programming and pipeline priorities, operational criteria, and financing modalities;
- appointing the members of the expert group;
- selecting countries to be funded under the PPCR and approving PPCR financing for programs;
- approving periodic reports to the SCF the SCF Trust Fund Committee on the operations of the PPCR, so as to ensure that lessons learned are transmitted through the SCF Trust Fund Committee to the AFBG, UNFCCC and other stakeholders;
- ensuring complementarity between the PPCR activities and activities of other development partners.

2.5 SREP Sub-Committee

Purpose and Objectives: The SREP aims to demonstrate the economic, social, and environmental viability of low-carbon development pathways in low-income countries. It aims to help countries increase energy access and stimulate economic growth through scaled-up use of renewable energy. It acts as a catalyst for the transformation of the renewable market by obtaining government support for market creation, private sector implementation, and productive energy use. The SREP finances solar, wind, bio-energy, geothermal, and small hydro power technologies.

Governance: The SREP Sub-Committee is the decision-making body responsible for overseeing and approving the operations and activities of the SREP.

FIGURE 5. SREP Governance Structure



Composition: The SREP Sub-Committee includes:

- six representatives from contributor countries to the SREP, identified through a consultation among such contributors, at least one of which should be a Member of the SCF Trust Fund Committee;
- six representatives from eligible recipient countries to the SREP elected on a regional basis and through a consultation process among recipient countries, at least one of which should be a Member of the SCF Trust Fund Committee;
- members of the MDB Committee and the Trustee may attend the SREP Sub-Committee Meetings;
- when the SREP Sub-Committee considers SREP funding a program for a country, a representative of such recipient country, during deliberations of the SREP Sub-Committee on such.

Representatives from contributor and eligible recipient countries are decision-making Members, and serve for 18 months.

Functions: The SREP-Sub-Committee is responsible for:

- appointing the expert group;
- selecting country and regional programs;
- approving SREP financing for programs and projects;
- endorsing further development of activities in country plans;
- ensuring complementarity between activities foreseen for the SREP and activities of developing countries;
- approving a results measurement framework for SREP and periodically reviewing the effectiveness and impact of SREP programs and activities, and ensuring that lessons learned are applied to future SREP investments and transmitted through the SCF Trust Fund Committee to the UNFCCC and other stakeholders;

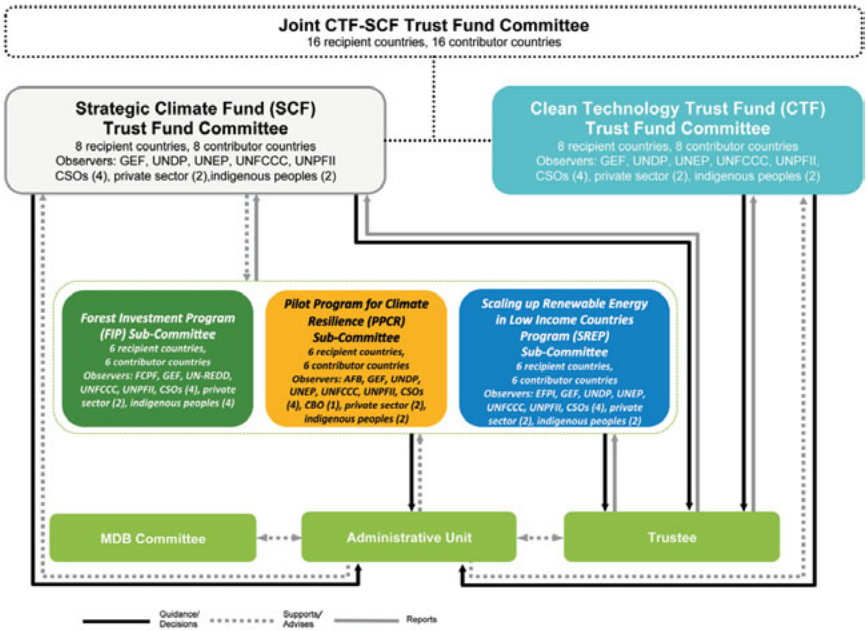
2.6 Joint Meetings of the CTF and SCF Trust Fund Committees

Issues and policies relating to the CIF as a whole are considered at joint meetings of the CTF and SCF Trust Fund Committees. For example, the CIF's annual administrative budget and business plan are approved in joint meetings.

Joint meetings of the CTF and the SCF Trust Fund Committees seek to maintain the principle of an equal number of seats for contributor countries and recipient countries, therefore sixteen seats are provided for each group of countries. This allows recipient and contributor countries represented on both of the CTF and SCF Trust Fund Committees to participate in the joint meeting's strategic discussions. If there are unfilled seats at the joint meeting for either the recipient or contributor countries, each group should agree among themselves on how to fill the additional seats.

Observers from the CTF and SCF Trust Fund Committees also observe joint meetings.

FIGURE 6. Joint CTF and SCF Trust Fund Committee



Module 3: Meetings and Decision-Making Procedures

3.1 Meetings and Decision-Making Procedures

The CIF Trust Fund Committees and Sub-Committees must meet at least once a year, but typically meet every six months. Extra inter-sessional meetings are held as needed. The CIF Committees and Sub-Committees may also make decisions on programs, projects, and any other matters via e-mail.

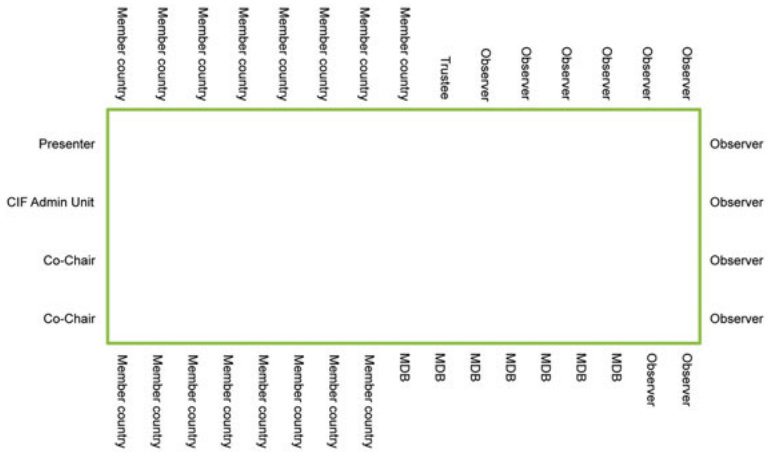
The CTF and SCF Trust Fund Committees and each SCF Sub-Committee (FIP, PPCR, and SREP) elect two co-chairs from among their Members to serve for an 18-month term. One co-chair is a representative of a recipient country and the other co-chair is a representative of a contributor country.

A quorum for any meetings is two-thirds of decision-making Members. A quorum is verified at the beginning of the meeting and at the time of the adoption of the decision. Any meeting at which a quorum shall not be present may be adjourned by the co-chairs.

The provisional agenda for each meeting is prepared by the CIF Administrative Unit and is subsequently circulated to the Members of the Trust Fund Committees and Sub-Committees and publicly posted at least ten calendar days prior to the first date of the meeting. After transmittal, any Committee or Sub-Committee Member may propose to the head of the CIF Administrative Unit any changes or additions to the provisional agenda, which are incorporated as appropriate. Members and Observers of any Trust Fund Committee or Sub-Committee may propose further changes or additions at the beginning of the meeting, when the agenda is formally considered and adopted.

All meeting documents are circulated and posted on the CIF website at least two weeks before the date of the first meeting, with two exceptions: (1) all FIP meeting documents must be posted at least four weeks before the date of the first meeting, and (2) all draft investment plans must be circulated and posted at least three weeks before consideration at the meeting.

FIGURE 7. Typical Seating Arrangement at Trust Fund Committee and Sub-Committee Meetings



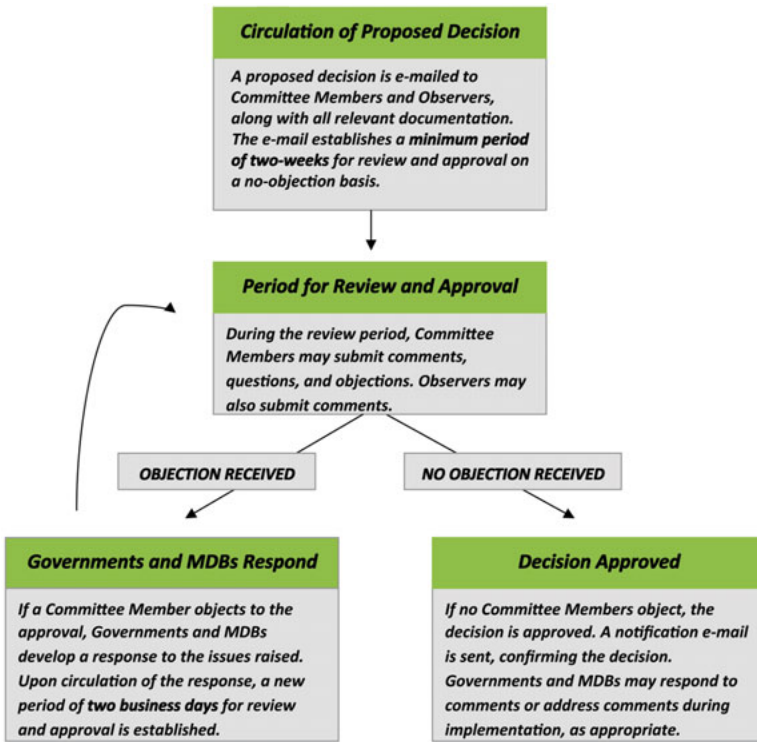
Every effort is made to seat all Committee and Sub-Committee Members, MDBs, and Observers around the same table so as to facilitate open discussion. While the seating arrangements vary slightly according to the membership of the Trust Fund Committees and Sub-Committees, the typical arrangement is shown in Figure 7.

Decision-making Members of the Trust Fund Committees and Sub-Committees make decisions by consensus, with no provision for voting. If a consensus is not possible, the proposal is postponed or withdrawn.

Trust Fund Committees and Sub-Committees may also make decisions by mail on a no-objection basis. Typically, individual projects are approved by mail, while investment plans and policy decisions are considered at full Committee meetings. The process for decisions by mail is summarized in Figure 8.

All documents related to the proposed decision by mail (including the project documents, comments and responses, and notification of approvals) are posted on the CIF website in accordance with the CIF’s disclosure policy (see Module 5).

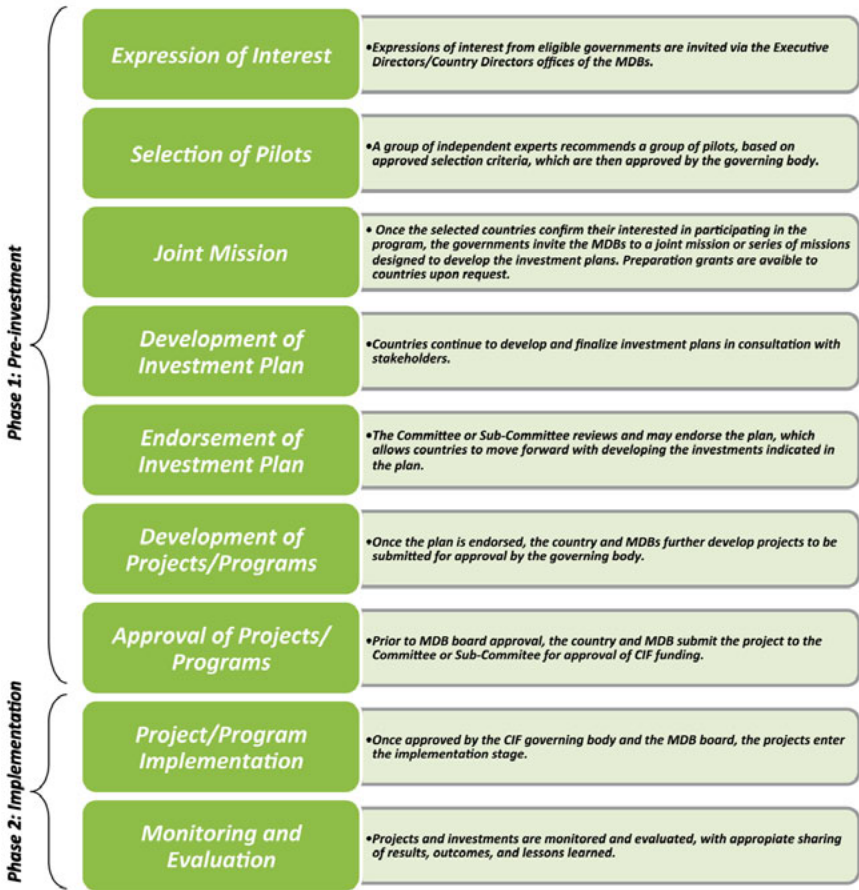
FIGURE 8. General Decision by Mail Procedure



3.2 CIF Programming Process

Each of the CIF Trust Fund Committees and Sub-Committees has slightly different programming procedures to identify pilot countries, endorse investment plans, and follow-up the implementation of investment plans. However, the major activities and milestones are similar. Figure 9 summarizes the general CIF programming process.

FIGURE 9. Summary of the CIF Programming Process



Module 4: Observers Roles and Responsibilities

4.1 Overview

The CIF is pioneering a new model of stakeholder engagement. Stakeholders are invited to participate in meetings of the Trust Fund Committees and Sub-Committees as Observers. In this capacity, Observers can request the floor during discussions, request additions to the agenda, and recommend external experts to speak on specific items. Co-chairs may also invite Observers to address the Committee and Sub-Committee meetings in matters of strategic discussion or direct concern. Observers are identified through self-selection processes and serve for 24-month terms.

CIF Observers include the following:

Organization	Observer Participation
Self-selected civil society organizations	All Trust Fund Committee and Sub-Committee meetings
Self-selected indigenous peoples' groups	All Trust Fund Committee and Sub-Committee meetings
Self-selected private sector entities	All Trust Fund Committee and Sub-Committee meetings
Community-based organization focused on adaptation	PPCR Sub-Committee meetings
Developing Country Chair or vice-Chair of the Board of the Adaptation Fund (AFB)	PPCR Sub-Committee meetings
Energy for the Poor Initiative (EFPI)	SREP Sub-Committee meetings
Forest Carbon Partnership Facility (FCPF)	FIP Sub-Committee meetings
Global Environment Facility (GEF)	All Trust Fund Committee and Sub-Committee meetings
United Nations Environment Programme (UNEP)	All Trust Fund Committee and Sub-Committee meetings except FIP Sub-Committee meetings
United Nations Development Programme (UNDP)	All Trust Fund Committee and Sub-Committee meetings except FIP Sub-Committee meetings

Organization	Observer Participation
United Nations Framework Convention on Climate Change (UNFCCC)	All Trust Fund Committee and Sub-Committee meetings
UN Permanent Forum on Indigenous Issues (UNPFII)	All Trust Fund Committee and Sub-Committee meetings
UN-REDD Technical Secretariat	FIP Sub-Committee meetings

To promote the participation of Observers in the Trust Fund Committee and Sub-Committee meetings and catalyze their engagement in the CIF process, guidelines were developed. *Guidelines for Inviting Representatives of Civil Society to Observe Meetings of the CIF Trust Fund Committees* is available on the CIF website.

4.2 Observers Selection Process

Representatives of civil society organizations and the private sector are identified through a self-selection process designed and facilitated by a suitable convening organization familiar with each constituency. Representatives of indigenous peoples to the Trust Fund Committees and Sub-Committees are identified through a self-selection process facilitated by United Nations Permanent Forum for Indigenous Issues (UNPFII).

The selection process for CSO and private sector Observers includes the following basic elements:

- identification of two independent convening organizations to facilitate the selection process for CSOs and the private sector;
- establishment of Observers Selection Advisory Committee for each of the two groups (CSOs and private sector);
- screening and ranking of applicants against the Observer selection criteria and development of a short list of qualified candidates;
- public voting for short-listed CSOs and public consultation for short-listed private sector representatives. CSO organizations who have registered may vote for two preferred CSO Observer candidates for each fund. Voting is conducted electronically and monitored by the convening organization. For the private sector Observers, all interested stakeholders are invited to comment on the selection of short-listed candidates.

4.3 Observer Representation

Observer seats for the CSOs are limited to four representatives per Trust Fund Committee and Sub-Committee (one from a developed country and one each from Asia, Africa, and Latin America). In addition, one representative from a community-based organization focused on adaptation is invited to the PPCR Sub-Committee.

Observer slots for the private sector are limited to two representatives per Trust Fund Committee and Sub-Committee (one from a developed country and one from a developing country).

There are two representatives of indigenous peoples per Trust Fund Committee and Sub-Committee.

Observers	Distribution				
	CTF	SCF	FIP	PPCR	SREP
Civil society organizations	4	4	4	4	4
Community-based organizations (adaptation)	0	0	0	1	0
Private sector	2	2	2	2	2
Indigenous peoples	2	2	2 (+2 alternates)	2	2
TOTAL	8	8	8 + 2	9	8

The SCF Trust Fund Committee Observers are identified through self-selection process by the Observers of the three SCF Sub-Committees (FIP, PPCR, and SREP). The Observers to the SCF and CTF Trust Fund Committees also participate in the meetings of the Joint CTF-SCF Trust Fund Committee.

4.4 Roles and Responsibilities

Observers participate in the CIF meetings primarily in their capacity as representatives of their entire constituencies. They represent the interests of a broader community, not just that of their own organization.

Observers should seek to:

- support coordination of their constituency’s perspectives in order to provide value to decision-makers and other stakeholders in the CIF;
- provide input to the CIF to support stakeholder sector engagement in implementation of transformational strategies;

- gather input on their constituency agenda items from broader based respective communities;
- report back to their constituency on the outcomes of the CIF meetings;
- disseminate information broadly to their constituency through existing channels;
- provide a suitably qualified representative and alternate if necessary;
- represent their constituencies at the annual Partnership Forum.

Observer individuals who are selected to attend the CIF meetings are responsible for:

- preparing for meetings;
- coordinating input into meetings in consultation with other Observers;
- consulting with other stakeholders in their constituency;
- representing the interests of their constituency, not just of their own organization;
- complying with agreed consultation guidelines/standards developed by a representative group of their constituency.

In the CIF Committee and Sub-Committee meetings, the scope of Observer participation may include:

- requesting the floor during discussions of the Trust Fund Committees and Sub-Committees to make verbal interventions. 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 Committees and Sub-Committees proceedings;
- requesting the Co-Chairs to add agenda items to the provisional agenda;
- recommending to the Trust Fund Committee or the Co-Chairs external experts to speak on a specific agenda item.

4.5 Terms for Observers

Positive working relationships are an important factor for success, and it can take time for parties to establish those constructive relationships. Continuity and consistency in representation are useful. Due to these considerations, CIF constituencies appoint representatives to serve as Observers for a fixed time period of 24 months.

Module 5: Information Disclosure

The CIF recognizes the fundamental importance of transparency and accountability to the climate-resilient, low carbon development process. Meaningful links between the CIF and key partners depend on a sound and transparent decision-making process. The Trust Fund Committees have approved a disclosure policy, which makes publicly available information on investment plans, programs, and projects to be financed by the CIF. Specifically, the policy includes the following:

- Country-owned investment plans are disclosed in-country prior to their submission to the respective Trust Fund Committee or Sub-Committee for endorsement. Upon submission, the CIF Administrative Unit simultaneously makes the draft investment plan publicly available and circulates it among the Members of the Trust Fund Committee or Sub-Committee. Under the CTF, SREP, and PPCR, draft investment plans must be made public and circulated no later than three weeks prior to consideration for endorsement. For the FIP, all plans must be made public and circulated no later than four weeks prior to consideration for endorsement.
- In the case of a proposal for a project or program, a current information document, consistent with the MDB's own procedures for disclosure, is made public at the time the project/program is circulated to the Trust Fund Committee or Sub-Committee for consideration (at least two weeks prior to a decision).
- Terms of reference for joint missions are posted on the CIF website two weeks (or, in the case of FIP, four weeks) in advance of departure. Mission reports are posted on the CIF website within 30 days of return.

For more information, please see the document *Note on Disclosure of Documents Prepared for the Purposes of the Climate Investment Funds* (May 2009), available on the CIF website.

Acronyms and Abbreviations

ADB	Asian Development Bank
AFB	Board of the Adaptation Fund
AfDB	African Development Bank
CIF	Climate Investment Funds
CSO	civil society organization
CTF	Clean Technology Fund
EBRD	European Bank for Reconstruction and Development
EFPI	Energy for the Poor Initiative
FCPF	Forest Carbon Partnership Facility
FIP	Forest Investment Program
GCF	Green Climate Fund
GEF	Global Environmental Facility
GHG	greenhouse gases
IBRD	International Bank for Reconstruction and Development
IDB	Inter-American Development Bank
IFC	International Finance Corporation
MDB	multilateral development banks
NAPA	National Adaptation Program of Action
PPCR	Pilot Program for Climate Resilience
REDD+	reduce emissions from deforestation and forest degradation and promote sustainable forest management and enhancement of forest carbon stocks
SCF	Strategic Climate Fund
SREP	Scaling up Renewable Energy in Low Income Countries Program
UN	United Nations
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNFCCC	United Nations Framework Convention for Climate Change
UNPFII	United Nations Permanent Forum for Indigenous Issues
UN-REDD Programme	United Nations Reducing Emissions through Deforestation and Forest Degradation Programme
WBG	World Bank Group



An Overview of the CIF

<https://www.climateinvestmentfunds.org>



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