

Annex II: Updated independent Technical Advisory Panel review procedure

KEY STAGES AND INDIVIDUAL STEPS	ACTOR(S)	RESPONSIBILITIES AND TASKS
I. Assignment of lead reviewer, secondary reviewer and peer reviewers		
1.1	Notification from the Secretariat upon clearance for TAP submission <i>Indicative time: one month before submission</i>	Secretariat, TAP secretary
		<ol style="list-style-type: none"> 1. Upon receiving clearance by the Climate Investment Committee for TAP consideration, the task team will notify the TAP, through its secretary, of the upcoming proposal. 2. The task team will prepare a summary note with key facts of the project to facilitate the assignment of a review team. 3. The secretary will forward this information to the chair of the TAP.
1.2	Assignment of roles <i>Indicative time: 1 week</i>	Head of the TAP, TAP members
		<ol style="list-style-type: none"> 1. The chair of the TAP, in consultations with TAP members, will assign the roles of lead reviewer, secondary reviewer (TAP review team) and two to three peer reviewers (peer review team), based on the overall workload and sectoral and geographical expertise. The chair of the TAP will also designate a back-up reviewer to ensure continuity in case a member of the TAP review team becomes unable to fulfil their assignment. If, at a later stage, the TAP review team considers that the complexity of the funding proposal warrants an additional peer reviewer, the chair of the TAP may add said peer reviewer to the team. 1b. For SAP proposals, the head of the TAP will assign the roles of lead reviewer, assign a member of the roster of experts for the relevant result area, and assign one to two peer reviewers. 2. The chair of the TAP will share with TAP members the summary note prepared by the Secretariat. 3. TAP members will confirm their availability for the review. 4. In case of non-availability, the chair of the TAP will seek an alternative reviewer as per point 1. 5. The chair of the TAP and/or the TAP review team may seek support from one or more consultants from the roster of experts if so required because of the need for specific sectoral expertise or overall capacity limitations.
1.3	Tracking	Secretariat task team TAP review team
		<ol style="list-style-type: none"> 1. The Secretariat task team will update the IPMS status of funding proposals as they progress through the stages of the Proposal Approval Process. 2. TAP members will be able to track the progress of the funding proposal through the final steps before submission through their IPMS module in order to better predict whether and when the submission will materialize.
II. Review by lead and secondary reviewers		

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2.1	Submission	Secretariat task team TAP secretary	<ol style="list-style-type: none"> 1. Upon endorsement of the final funding proposal package at CIC-3, the Secretariat task team will forward to the TAP the full funding proposal package in a final form for review. This will take place on a fortnightly basis for funding proposals following the PAP. SAP funding proposals and their annexes can be submitted on a rolling basis. 2. The TAP secretary will notify TAP members indicating the timeline for the review. 3. The designated reviewers will acknowledge receipt and coordinate with a view to ensuring timely delivery of their review.
2.2	Desk review <i>Indicative time: 2 weeks</i>	TAP review team AE, Secretariat task team	<ol style="list-style-type: none"> 1. The reviewers will conduct the review of the funding proposal package and issue the comment matrices already in use through the Secretariat's task team to the AE, with an estimated timeline of two to three weeks, with the exact timing being subject to chair's confirmation.
2.3	Convening peer review	TAP review team Peer review team	<ol style="list-style-type: none"> 1. Upon completion of the initial review, the TAP review team will notify and coordinate with the peer review team to establish the initial assessment of the TAP and conclusion about the funding proposal. 2. The meeting will conclude with an agreement by the TAP review team and peer reviewers as to the endorsement or non-endorsement of the funding proposal and the reasons for it.
III. Peer review and finalization of assessment through virtual meetings			
3.1	Virtual meeting(s) <i>Indicative time: 1 week</i>	TAP review team Peer review team Secretariat task team AE	<ol style="list-style-type: none"> 1. Virtual meetings will take place after the completion of the TAP initial review by the TAP review team, with the participation of the TAP review team, the peer reviewers, the Secretariat task team and the AE.
3.2.1	Endorsement: assessment finalization and clearance <i>Indicative time: 1 week</i>	Lead reviewer TAP secretary Secretariat task team, editing team, project lawyers	<ol style="list-style-type: none"> 1. Based on the interactions and feedback with the peer review team, the Secretariat, and AE, if applicable, the lead reviewer, in consultation with the second reviewer (for regular funding proposals), will finalize the draft assessment. For regular funding proposals, the final draft assessment will subsequently be shared with the peer review team for endorsement. 2. The lead reviewer will share the final draft assessment with the TAP secretary for editing and finalization. 3. The TAP secretary will share the draft assessment with (i) the task team, who will liaise with the AE to solicit the AE response to the TAP assessment; (ii) the editing team, who will undertake the editorial review of the draft assessment; and (iii) the project/programme's lawyers from the Office of the General Counsel, who will cross-check the conditions and recommendations for clarity and implementability. 4. Edits will be shared with the lead reviewer for confirmation and finalization.

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			5. The Secretariat will include the TAP assessment in the funding proposal package for submission to the Board or delegated authority, as applicable according to the respective approval process (e.g. SAP).
3.2.2.1	Non-endorsement	Lead reviewer TAP secretary Secretariat task team, editing team	<ol style="list-style-type: none"> 1. Based on the interactions and feedback with the peer review team and the AE, if applicable, the lead reviewer will finalize an assessment detailing the reasons for the non-endorsement and the outstanding issues. 2. The lead reviewer will share the draft final assessment with Secretariat task team through the TAP secretary. 3. If requested by the Secretariat, a meeting will be convened with the Secretariat task team and AE to clarify the reasons for the non-endorsement. 4. The TAP secretary will share the draft final assessment with the editing team, which will undertake the editorial review of the draft assessment. 5. The Secretariat will share the edited assessment in confidence with (i) the AE; (ii) the NDAs of the target countries; and (iii) the Board, through a confidential document to be submitted prior to each Board meeting.
3.2.2.2	Re-submission by the AE <i>Indicative time: Open</i>	AE Secretariat task team TAP review team	<ol style="list-style-type: none"> 1. The AE can re-submit the funding proposal any time after addressing the feedback provided by the TAP. 2. Upon receipt, the Secretariat will give notice to the TAP that the re-submission is being evaluated by the Secretariat three to four weeks in advance. 3. The Secretariat task team will evaluate whether the AE response addresses the issues raised by the TAP in their assessment. If so, the task team will seek internal clearance and forward the funding proposal package to the TAP. 4. Re-submissions will be handled by the TAP in the same way as regular submissions.
IV. Board meeting support			
4.1	Board consideration of funding proposals	TAP review team	<ol style="list-style-type: none"> 1. The TAP review team will be available before and during the Board meeting, virtually or in person, to respond to the questions of Board members and advisers on the assessments of endorsed and non-endorsed funding proposals.