

## **Dear members and alternate members of the Board,**

At the twentieth meeting of the Board (B.20), the Board requested the Co-Chairs ‘to consult with members of the Board and alternate members of the Board on the matters relating to the preparations for the twenty-first meeting of the Board’. This letter intends to outline the modalities of how consultations are to take place in preparation for B.21. The consultations will be guided by three principles: (1) equality, (2) transparency, and (3) the empowerment of the Secretariat. The following steps will be taken:

1. The Co-Chairs will circulate a draft provisional agenda to all Board members, alternate Board members, and advisers within the next couple of days, providing a seven (7) calendar day comment period. The intention is to have a first draft agenda published by 3<sup>rd</sup> August 2018. It will remain the prerogative of the Co-Chairs, in line with praxis established during previous years, to approve the provisional agenda based on comments received and with the aim of achieving a balanced approach. Priority will be given to items identified as key for the functioning of the Board as a decision-making body and to providing policy guidance. Items requiring decisions by the Board will be dealt with upfront, avoiding the constant roll over of items from one Board meeting to the next.
2. The Co-Chairs will continue to increase their reliance on quality assurance systems within the Secretariat, limiting the Co-Chairs’ role in the preparation of Board documents, in principle, to the provision of guidance and oversight on the format of documents (e.g. determining an action item or an information document) and the proposed decision language, unless there are specific reasons to deviate from that principle (e.g. documents based on Co-Chairs’ consultations).
3. The Secretariat will consult directly with the Board on Board documents through an IT platform developed for this purpose. Until such a platform is in place, consultations will be carried out via e-mail. The Board will be able to provide comments in writing on Board documents until 20<sup>th</sup> August 2018. To ensure transparency, all comments will be made available to the Board and advisers, either as a compilation sent by e-mail or via the IT platform. The Secretariat will review all comments received and ensure that the comments are reflected appropriately in Board documents, with the aim of producing documents of high technical quality.
4. During the consultation process, the Co-Chairs or the Secretariat may contact Board members and alternate Board members directly on possible options to bridge identified contrasting positions. Where comments are not integrated into the document, the Secretariat may choose to provide a general rationale for this, which would be shared with the Board.
5. The Secretariat will continue with webinars to present Board documents for Board members, alternate Board members, and advisers, with the objective of answering questions and to provide clarification on certain issues. A schedule for planned webinars will be circulated after the first draft agenda has been published and draft

documents accompanying these webinars will be circulated at least one (1) week ahead of time.

6. The Secretariat will also continue with preparations for an Advisers' Day, which will provide an opportunity for the Secretariat to present policy items and funding proposals prior to the formal Board meeting. The objective is to provide face-to-face consultations, particularly for developing country advisers who are unable to participate during the online webinar sessions, and to increase knowledge on technical aspects of policies and funding proposals. It will also be an opportunity to informally seek to address possible remaining concerns, with a view to streamline the decision-making at the Board meeting. Interaction with CSOs, private sector representatives and Accredited Entities will be incorporated into the programme. The Advisers' Day will be organized and chaired by the Secretariat.
7. The Co-Chairs, with the support of the Secretariat, will once again aim to implement the distribution of documents at least twenty-one (21) calendar days ahead of the Board meeting, in line with Paragraph 21 of the Rules of Procedure. Within the twenty-one (21) day period, documents distributed to the Board are to be considered final and no longer in draft form. Any amendments to these documents and draft decisions proposed during the twenty-one (21) day period will be expected to be presented during the Board meeting.
8. The Co-Chairs, with the support of the Board, will strive to establish at B.21 a code of conduct for the Secretariat to ensure the independence of the Secretariat and to avoid the improper sharing of information. In addition, the Secretariat will be requested to develop systems to keep a record of all contacts among Board members, alternate Board members, advisers and the Secretariat.

We very much welcome your feedback, encourage you to reach out to us and our teams whenever needed, and look forward to your ongoing support.

Best regards,

Paul & Lennart