

Rules of Procedures for GAFSP Steering Committee Meetings

The Steering Committee meetings are the venue for ultimate decision making for GAFSP operation and financing. Voting members (donors and recipient country representatives) and non-voting members (IFAD, FAO, WFP, the World Bank and other MDBs (the "Supervising Entities"), IFC, and civil society organizations) participate in these meetings, which are held physically or virtually (typically by email exchanges). All meetings of the Steering Committee are open to both voting and non-voting members, i.e. there are no closed Executive Session Meetings attended by only a sub-set of the members. Under this arrangement, certain rules of procedures are necessary to ensure a free and open dialogue amongst its members in its decision making at all GAFSP Steering Committee meetings. In this spirit, the following rules are proposed.

General Rules

1. A quorum for any Steering Committee meeting will be sixty percent of voting members. A quorum will be verified at the beginning of the meeting by the Chair.
2. GAFSP Steering Committees will be conducted using the Chatham House Rule¹, i.e. meeting participants will not identify who said what during the meetings to people who were not in attendance. The Executive Minutes of the meeting, which reflect agreements reached during the meeting, will follow the same Rule. Thus, the minutes will not document the identity of supporters or adversaries of specific decisions unless specifically requested to do so by a meeting participant.
3. Each member of the Steering Committee will have one seat at the table (the "Representative"), except for South CSO who will have two seats given the diverse constituency it represents as agreed to at the GAFSP Steering Committee meeting on May 14, 2010. The alternate to the Representative can only speak at the Steering Committee meeting when acting in the capacity of the Representative.

Rules on Documentation for Steering Committee Meetings

1. GAFSP will follow the World Bank Policy on Disclosure of Information which recognizes the fundamental importance of transparency and accountability to the development process. This means that documents submitted to GAFSP and other relevant documents such as Executive Minutes of Steering Committee meetings will be disclosed to the public via its website within **one week** of finalization of documents.

In the case of documents submitted by governments, it is recognized that there may be some information that the country does not wish to be publicly disclosed but that is material to the

¹ More info on the Chatham House Rule can be found at:
<http://www.chathamhouse.org.uk/about/chathamhouserule/>

submission. In order to encourage countries to include all relevant information in their submissions, including sensitive or confidential information, a country may submit an explicit indication of information that it wishes to keep confidential. The Coordination Unit will then delete such information from the version that is made public. It is expected that this will only be done on an exceptional basis.

2. A GAFSP website will be launched that can be freely accessed by the public. The website will serve as the portal for those seeking information on GAFSP and also as a depository of relevant documents to satisfy disclosure requirements. Such documents include the GAFSP Framework Document, GAFSP Governance Document, list of Steering Committee members, Executive Minutes of Steering Committee meetings, and selected country proposals etc. The budget required for this website should be included in the administrative budget and the launch of the website is expected by end of August 2010, in time for the Call for Proposals in fall 2010.
3. The Coordination Unit will send to Steering Committee meeting members relevant documentation for meetings, at least one week prior to the meeting date to give members time to review the documents and conduct necessary consultations.
4. Documents submitted for consideration for GAFSP financing will be in English. However, exceptions can be made to allow for countries to submit documents to the SC in other languages in exceptional cases. This option will be decided on a case by case basis.