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Timeline for submission of documents to Member State representatives on IFAD's Executive Board and its subsidiary bodies

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Rome, 15-16 September 2015

For: Approval

Recommendation for approval

The Executive Board is invited to approve the adoption of the methodology for the implementation of rule 6 of the Rules of Procedure of the Executive Board as contained in section V of this document and its attachment.

Timeline for submission of documents to Member State representatives on IFAD's Executive Board and its subsidiary bodies

I. INTRODUCTION

1. Management places great emphasis on ensuring that Member State representatives receive governing body documents in a timely manner. As a result of the cost recovery mechanism put in place in January 2014, whereby originating divisions are charged for late submission of documents, the percentage of documents dispatched on time has increased, reaching 100 per cent in the first quarter of 2015.
2. However, Management feels that further efficiency gains could be made by introducing deadlines that are differentiated according to the type of document in question.
3. As an example, a high-level preview of IFAD's programme of work and regular and capital budgets, and a preview of the Independent Office of Evaluation of IFAD's results-based work programme and budget are submitted to the Executive Board for review at its September session each year. At the conclusion of the September session (mid-September), the final proposal is prepared, incorporating comments made during Board deliberations and clearance is obtained from Management with a view to submitting the final document to the Office of the Secretary (SEC) for language processing by the beginning of October, so as to ensure timely dispatch of the document for the Audit Committee's review in mid-November. In practice, this process entails negotiating and finalizing a highly important corporate document in a two to three-week time frame. Working within such tight deadlines may adversely impact the quality of documentation submitted to IFAD's governing bodies.
4. This proposal outlines a way forward to ensure the high quality of documents to be considered by the Executive Board and its subsidiary bodies.

II. BACKGROUND

5. Deadlines for dispatch of documentation to be considered by the Executive Board are governed by rule 6 of the Rules of Procedure of the Executive Board, which were approved by the Executive Board at its first session on 14 December 1977. Rule 6 states:

"The documents relating to a proposal to be considered by the Board shall, as far as possible, be distributed to the members and alternates at least thirty days in advance of the meeting at which such proposal is to be considered."
6. With regard to meeting notifications and agendas, rules 4 and 5 stipulate respectively as follows:

"Except in special circumstances, the President shall inform each member and alternate of the opening date, place and expected duration of a session no less than thirty days in advance of its commencement."

"The President shall communicate the proposed agenda to all members and alternates. The proposed agenda shall normally be transmitted together with the notification referred to in rule 4."

7. At the fifteenth session of the Executive Board on 2 April 1982, after the discussion on the application of rule 6 of the Rules of Procedure of the Executive Board, the President assured the Executive Board that the following methodology would be observed:

"(a) Documents are to be dispatched from six weeks to four weeks in advance of a given session of the Executive Board. However, not more than two President's Reports on projects are to be included in the last dispatch four weeks prior to the beginning of a session.

(b) The four-week dispatch limit with respect to documents presented for and requiring action by the Executive Board at a session shall not be exceeded. However, if necessary, information relating to matters that do not require decisions by the Board, or additional information regarding projects, may be provided subsequently."

III. PROPOSAL – Executive Board

8. It is proposed that a new methodology be adopted for the implementation of rule 6 of the Rules of Procedure of the Executive Board as follows:

Executive Board documents will be dispatched from six weeks to two weeks in advance of a given session of the Executive Board.

The following dispatch periods shall normally apply for the following documents:

- Provisional agendas shall be dispatched together with the notification of the session, six weeks in advance of said session.
- Project, programme and grant proposals shall be dispatched four weeks prior to a session of the Executive Board, and/or in line with procedures for approval under the lapse-of-time modality. Additional information regarding such proposals, for example, amendments arising as a result of negotiations, may be provided subsequently.¹
- Corporate policies and strategies and corporate-level evaluations shall be dispatched four weeks prior to the session at which they are to be considered; comments thereon by either Management or the Independent Office of Evaluation of IFAD (IOE) shall be dispatched three weeks prior to the session. Programmes of work and budgets shall be dispatched three weeks prior to the session at which they are to be considered.
- Results reports presented for the review of the Executive Board (e.g. Annual Report on Results and Impact of IFAD Operations [ARRI] and Report on IFAD's Development Effectiveness [RIDE]) shall be dispatched four weeks prior to a Board session. Comments thereon by either Management or IOE shall be dispatched three weeks prior to the session at which they are to be considered.
- Financial documentation requiring action by the Executive Board shall be dispatched three weeks in advance of the session at which it is to be considered.
- Documents relative to country strategies and country programme evaluations shall be dispatched at least two weeks prior to the session at which they are to be considered, on the understanding that prior review has been facilitated by means of an informal seminar.

¹ Additional information relative to project/programme proposals (e.g. addenda and financial agreements) will be dispatched in line with negotiation schedules and, as such, may be tabled in-session or in line with procedures for approval under the lapse-of-time modality.

- Other documents requiring action by the Board, listed in table 1, shall be dispatched in accordance with the timeline set therein.
- Documents presented for information to the Board may be provided at a later date.²
- Addenda to documents reviewed and discussed by the subsidiary bodies of the Executive Board shall normally be dispatched at least four days in advance of the session of the Executive Board at which they are to be considered.

For ease of reference, the above information has been summarized in tables 1 and 2 attached.

Unless otherwise provided for above, rule 6 of the Rules of Procedure of the Executive Board shall apply.

IV. PROPOSAL – Subsidiary bodies of the Executive Board

9. Rule 11 of the Rules of Procedure of the Executive Board states:
 - “1. The Board may establish committees and other subsidiary bodies from among its members and refer to them any question for study and report. The President, with the approval of the Board, shall appoint members of such bodies. Each committee shall elect its chairman.
 2. Committees and other subsidiary bodies shall not vote but shall submit reports setting out the different views expressed in the body.
 3. Unless the Board decides otherwise, these rules shall apply, mutatis mutandis, to the proceedings of committees and other subsidiary bodies.”
10. Subsidiary bodies of the Board do not, in general, make decisions, as stipulated in rule 11.2, but rather review and report on matters referred to them by the Executive Board.
11. It is proposed that the following methodology be adopted for the implementation of rule 6 of the Rules of Procedure of the Executive Board with respect to subsidiary bodies of the Executive Board:
 - Agendas shall normally be dispatched with notifications of the meetings six weeks in advance of a session.
 - Documentation relative to items on the agenda, including comments thereon by Management or IOE, shall normally be dispatched at least two weeks in advance of the subsidiary body meeting at which they are to be considered.
 - Documents presented for information may be provided at a later date.³
12. Unless otherwise provided for above, rule 6 of the Rules of Procedure of the Executive Board shall apply.

² Every effort will be made to ensure dispatch one week in advance of a session.

³ Every effort will be made to ensure dispatch one week in advance of the subsidiary body meeting.

V. Recommendation

13. IFAD Management recommends to the Executive Board the adoption of the following methodology for the implementation of rule 6 of the Rules of Procedure of the Executive Board to replace the methodology established at the fifteenth session of the Board on 2 April 1982 for the dispatch of documents to be considered by the Executive Board:
- A. "At its 115th session, the Executive Board approved document EB 2015/115/R.25 to replace the methodology established at its fifteenth session on 2 April 1982 to be observed for the dispatch of governing body documentation in the four official languages of the Fund."
- B. The following dispatch periods shall normally apply for the following Executive Board documents:
- (i) Provisional agendas shall be dispatched together with the notification of the session, six weeks in advance of said session.
 - (ii) Project, programme and grant proposals shall be dispatched four weeks prior to a session of the Executive Board, and/or in line with procedures for approval under the lapse-of-time modality. Additional information regarding such proposals, for example, amendments arising as a result of negotiations, may be provided subsequently.⁴
 - (iii) Corporate policies and strategies and corporate-level evaluations shall be dispatched four weeks prior to the session at which they are to be considered; comments thereon by either Management or the Independent Office of Evaluation of IFAD (IOE) shall be dispatched three weeks prior to the session. Programmes of work and budgets shall be dispatched three weeks prior to the session at which they are to be considered.
 - (iv) Results reports presented for the review of the Executive Board (e.g. Annual Report on Results and Impact of IFAD Operations [ARRI] and Report on IFAD's Development Effectiveness [RIDE]) shall be dispatched four weeks prior to a Board session. Comments thereon by either Management or IOE shall be dispatched three weeks prior to the session at which they are to be considered.
 - (v) Financial documentation requiring action by the Executive Board shall be dispatched three weeks in advance of the session at which it is to be considered.
 - (vi) Documents relative to country strategies and country programme evaluations shall be dispatched at least two weeks prior to the session at which they are to be considered, on the understanding that prior review has been facilitated by means of an informal seminar.
 - (vii) Other documents requiring action by the Board, listed in table 1, shall be dispatched in accordance with the timeline set therein.
 - (viii) Documents presented for information to the Board may be provided at a later date.⁵
 - (ix) Addenda to documents reviewed and discussed by the subsidiary bodies of the Executive Board shall normally be dispatched at least four days in advance of the session of the Executive Board at which they are to be considered.

⁴ Additional information relative to project/programme proposals (e.g. addenda and financial agreements) will be dispatched in line with negotiation schedules and, as such, may be tabled in-session or in line with procedures for approval under the lapse-of-time modality.

⁵ Every effort will be made to ensure dispatch one week in advance of a session.

- C. For ease of reference, the above information has been summarized in tables 1 and 2 attached.
- D. Unless otherwise provided for above, rule 6 of the Rules of Procedure of the Executive Board shall apply.
- E. The following dispatch periods shall normally apply to documents dispatched for the subsidiary bodies of the Executive Board:
 - (i) Agendas shall be dispatched with notifications of the meetings six weeks in advance of a session.
 - (ii) Documentation relative to items on the agenda, including comments thereon by Management or IOE, shall normally be dispatched at least two weeks in advance of the subsidiary body meeting at which they are to be considered.
 - (iii) Documents presented for information may be provided at a later date.⁶
- F. Unless otherwise provided for above, rule 6 of the Rules of Procedure of the Executive Board shall apply.

⁶ Every effort will be made to ensure dispatch one week in advance of the subsidiary body meeting.

Table 1
Documents requiring action by the Executive Board (A/R/C)

| Type of Document | Documents requiring action (A/R/C) | Dispatch Timeline | |
|---------------------------------------|---|-------------------|-----------|
| | | Current | Proposed |
| Corporate/ policies/ strategies | Corporate policies/strategies [A] | 4 weeks | No change |
| | IOE comments on relevant corporate policies/strategies | 4 weeks | 3 weeks |
| | High-level preview and programme of work and budgets [R] | 4 weeks | 3 weeks |
| | Programme of work and budgets [A] | 4 weeks | 3 weeks |
| | Corporate-level evaluations [R] | 4 weeks | No change |
| | Management's responses to evaluation reports [R] | 4 weeks | 3 weeks |
| Result reports | Report on IFAD's Development Effectiveness (RIDE) [R] | 4 weeks | No change |
| | IOE comments on RIDE [R] | 4 weeks | 3 weeks |
| | President's Report on the Implementation Status of Evaluation Recommendations and Management Actions (PRISMA) [R] | 4 weeks | No change |
| | Annual Report on Results and Impact of IFAD Operations (ARRI) [R] | 4 weeks | No change |
| | Management's response to ARRI [R] | 4 weeks | 3 weeks |

| Type of Document | Documents requiring action (A/R/C) | Dispatch Timeline | |
|------------------|--|--|---|
| | | Current | Proposed |
| Operational | Country strategic opportunities programmes (COSOPs) [R] | 4 weeks | 2 weeks (with prior discussion at informal seminar) |
| | Country programme evaluations [R] | 4 weeks | 2 weeks (with prior discussion at informal seminar) |
| | President's reports for loans/grants [A] | 4 weeks – or in accordance with LOT guidelines | No change |
| | President's memorandums for loans/grants [A] | 4 weeks – or in accordance with LOT guidelines | No change |
| | Addendum [A] | According to negotiations schedule and/or LOT guidelines | No change |
| Financial | Audited financial statements of IFAD [A] | 4 weeks | 3 weeks |
| | Requirements for the drawdown of Members' contributions [A] | 4 weeks | 3 weeks |
| | Resources available for commitment [A] | 4 weeks | 3 weeks |
| | Workplan for IFAD's Office of Audit and Oversight [C] | 4 weeks | 3 weeks |
| | Investment Policy Statement [A] | 4 weeks | 3 weeks |
| Other | Provisional agenda [A] | 6 weeks | No change |
| | Election of representatives of the Governing Council to the IFAD Staff Pension Committee [A] | 4 weeks | 3 weeks |
| | Invitation of observers to sessions of the Governing Council [A] | 4 weeks | 3 weeks |
| | Application for non-original membership [A] | 4 weeks | 3 weeks – may also be tabled in-session upon receipt of application |

| Type of Document | Documents requiring action (A/R/C) | Dispatch Timeline | |
|------------------|--|---|---|
| | | Current | Proposed |
| | Appointment of members to the Audit Committee [A] | 4 weeks | 3 weeks |
| | Appointment of members to the Evaluation Committee [A] | 4 weeks | 3 weeks |
| | Draft provisional agenda for the Governing Council [A] | 4 weeks for EB | 3 weeks |
| | Dates for the subsequent year's Executive Board sessions [A] | 4 weeks | 3 weeks |
| | Request for authorization to negotiate cooperation agreements/memorandums of understanding [A] | 4 weeks | 3 weeks |
| | Report on Executive Board country visit [R] | 4 weeks | 3 weeks or dependent upon timing of the country visit |
| | Proposal for Executive Board country visit for following year [A] | 4 weeks | 3 weeks |
| Other | Executive Board minutes [A] | 4 weeks after Board session | No change |
| | Audit Committee and Evaluation Committee reports to the Executive Board [R] | To the extent possible 4 weeks, otherwise as soon as possible after the Audit Committee meeting /Evaluation Committee session | No change |

Documents presented to the Executive Board for information

In general, documents presented for information shall be dispatched three weeks prior to a session (to enable Board representatives to request their inclusion on the agenda of a particular session). However, such documents may be submitted subsequently, and every effort will be made to ensure dispatch at least one week in advance of a session.

The table below presents a list of documentation currently submitted to the Board for its information. This list is comprehensive but not exhaustive.

Table 2.
Documents presented to the Executive Board for information

| Type of document | Documents presented for information |
|------------------|--|
| Progress reports | <p>Performance-Based Allocation System Working Group progress report [I]</p> <p>Ad Hoc Working Group on Governance [I]</p> <p>Progress report on the Global Mechanism [A/I]</p> |
| Operational | <p>Negotiated financing agreements [I]</p> <p>Planned project activities [I]</p> <p>List of grants approved by the President [I]</p> <p>Summary of project, programme and grant proposals approved by the Board at a particular session</p> <p>Lists of projects/programmes approved under the lapse-of-time procedure [I]</p> |
| Financial | <p>Reports on IFAD's investment portfolio [I]</p> <p>Status report on arrears in principal, interest and service charge payments [I]</p> <p>Estimated principal and net service charge payments forgone as a result of the implementation of the Debt Sustainability Framework [I]</p> <p>Report on the status of contributions to the Ninth Replenishment of IFAD's Resources [I]</p> <p>IFAD's lending terms and conditions - interest rates [I]</p> |
| Other | <p>Schedule of work [I] (Dispatched 2 weeks in advance of a session)</p> <p>Arrangements for the Executive Board [I] (Dispatched together with the provisional agenda, 6 weeks in advance of a session)</p> |