

THE MULTILATERAL COOPERATION CENTER FOR DEVELOPMENT FINANCE (MCDF)

RULES OF PROCEDURE

OF

THE MCDF'S COORDINATION COMMITTEE

NOVEMBER 2019

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INTRODUCTION

1. Background

The Multilateral Cooperation Centre for Development Finance (MCDF) is set up to increase high-quality infrastructure connectivity investments across developing countries. MCDF has three main functions: information sharing, capacity building and project preparation.

MCDF comprises a collaboration platform, a finance facility, a secretariat and an administrator. The Asian Infrastructure Investment Bank (AIIB), pending its Board approval, has been invited to perform the Secretariat and Administrator functions of the MCDF. MCDF's governance structure includes a Coordination Committee and a Governing Committee.

2. Applicability

These Rules of Procedure apply to the conduct of business of the Coordination Committee. Unless the Coordination Committee determines otherwise, these Rules of Procedure also apply to sub-committees, panels and working groups established under the Coordination Committee.

3. Role of the Coordination Committee

The Coordination Committee oversees and directs all the activities undertaken through the Collaboration Platform. It also provides strategic advice to the Governing Committee with respect to proposals submitted by Implementing Partners, and the Secretariat, for funding through the MCDF Finance Facility.

4. Functions of the Coordination Committee

- Agree upon the Collaboration Platform related activities.
- Provide strategic advice with respect to proposals submitted by Implementing Partners, and the Secretariat, for funding through the MCDF Finance Facility. The aim of such proposals is to promote the adoption and application of best practices and high-level standards with respect to infrastructure connectivity projects, capacity building and knowledge and information sharing events.
- With support from the Secretariat, develop appropriate strategies, work plans and budgets for Collaboration Platform activities, including the collection, storage and dissemination of information, website content, workshops, seminars and other information or knowledge sharing events.

- Agree upon the use of specific collaborative tools/data proposals or activities requiring funding from the MCDF Finance Facility. Such proposals or activities may be implemented by MCDF Implementing Partners and Secretariat.
- Play an active role to enhance collaboration and communications between International Finance Institutions (IFIs) and new partners, as well as with countries and infrastructure connectivity project stakeholders, and facilitate in-country development partner consultations.
- Agree upon the modified and/or supplementary Rules of Procedure related to the Coordination Committee.

It is noted that all decisions of the Coordination Committee that require financial resources from the MCDF Finance Facility for their implementation, either through the activities of the Secretariat as set out in its workplan or through individual funded activities, will also require the approval of the Governing Committee of the Finance Facility. Activities under the Collaboration Platform funded solely from the internal resources of the Coordination Committee members will require endorsements only from the Coordination Committee.

GOVERNANCE OF THE COORDINATION COMMITTEE

5. Membership and Participation

Initially, the Coordination Committee will comprise IFIs who are parties to the Memorandum of Understanding (MoU) establishing MCDF, as well as the founding contributors to Finance Facility. The IFIs who are parties to the MoU and the founding contributors to the Finance Facility will each have one seat in the Coordination Committee. Coordination Committee members will agree a process for admitting new members.

6. Representative of Members

Each member shall appoint a representative in the Coordination Committee. It is expected that the representatives will have the necessary experience and skills to serve in the Committee, ideally in the areas of infrastructure connectivity, thematic standards (such as safeguards), strategy formulation, capacity building and information sharing.

7. Chair

The Coordination Committee will be chaired by one IFI selected annually on a consensus and rotation basis from among Coordination Committee Members.

8. Quorum

A two-thirds majority of Coordination Committee Members must be present at a meeting to constitute quorum.

9. Sub-committees, Panels and Working Groups

The Coordination Committee may establish sub-committees, panels and working groups from among its Members as may be required for the conduct of its business.

CONDUCT OF MEETINGS

10. Frequency and Place

The Coordination Committee will meet in regular session at least four times a year at the beginning of operations. This meeting frequency can be adjusted over time by the CC, as needed. The location of these meetings will generally be at the Secretariat's premises, but they could also be at any other venue agreed by the Members.

A Coordination Committee meeting can be held in person or virtually by the way of video conference, teleconference or via a net-meeting

11. Notice of Meetings

The Secretariat, with the approval of the Chair of the Coordination Committee, will give notice of the date and venue of each meeting to all Members, and to any observers authorized by the Coordination Committee, together with a provisional agenda and accompanying documents and materials, at least 10 working days prior to the first day of the meeting, unless a shorter notice period is agreed by all Members.

12. Agenda for Meetings

The Secretariat, with the prior approval of the Chair, will prepare and distribute the proposed agenda for each meeting.

13. Transmittal of Documents

The Secretariat will transmit to Coordination Committee Members documentation relating to items or issues included in the provisional agenda and do so at least 10 calendar days ahead of each scheduled meeting.

14. Special Meetings of the Coordination Committee

Special meetings of the Coordinating Committee can be convened to address special issues or circumstances. These meetings can be convened at the request of the Coordination Committee Chair, or at the request of any Coordination Committee Member.

15. Decision-making in Meetings

Decisions by the Coordination Committee will be made by consensus of its Members present at the meeting. For the purpose of these Rules of Procedure, consensus will be found to exist when no Member blocks a proposed decision. It need not reflect unanimity.

A dissenting Member that does not wish to block a decision may state an objection to be recorded in the meeting minutes. The Chair will articulate the consensus view.

16. Decisions without a Meeting

The Chair may seek to have decisions made by the Coordination Committee on an electronic “no-objection” basis. In such cases, the Secretariat, as instructed by the Chair, will circulate to all Members the proposed decision and any supporting documentation, and will specify the period during which any Member may object. Such period will not be less than 10 working days, unless all Members affirmatively agree to a shorter period.

17. Conflicts of Interest

Coordination Committee Members shall avoid any situation involving an actual or apparent conflict of interest. At Coordination Committee meetings, Members shall reveal any conflicts of interest they may have regarding Coordination Committee business and agenda items and excuse themselves from attendance and participation in deliberations or decision-making connected with those matters. Notwithstanding, any Coordination Committee Member submitting a proposal to MCDF can take part in the discussions related to that particular proposal. In case of a dispute between Members on whether a situation represents a conflict of interest, the Chair will resolve the matter in consultation with other Members.

18. Disclosure

Unless a document or any information provided to the Secretariat, Administrator or a Coordination Committee Member, or any other participant as part of the Coordination Committee’s business, contains an explicit, written indication that it is confidential, such document or information may be made publicly available or disclosed to third parties.

19. Record of Decisions

Before the end of each Coordination Committee meeting, the Chair will present a brief joint summary of the main discussions and decisions at the meeting. The Secretariat will prepare a record of the meeting’s decisions and send the record to the Members for approval on a no-objection basis, specifying the period by which any Member may object. Such period shall not be less than 10 working days.

20. Language

The meetings will be conducted in English. Documentation submitted to the Coordination Committee or Secretariat for consideration will be in English. Records of meetings will be published in English.