Global Agriculture and Food Security Program (GAFSP)

May 21, 2010

Executive Minutes
Second Meeting of the GAFSP Steering Committee
May 14, 2010

World Bank, Washington DC,
USA

Chairs *(ad interim)*

Mr. Dan Peters
Director, Office of African Nations,
U.S. Treasury
(From 10:00 am to 1:30 pm)

Dr. David Nabarro
Special Representative of the United Nations Secretary-General
For Food Security and Nutrition
(From 1:30 pm to 6:00 pm)

Prepared by the GAFSP Coordination Unit

CHRISTOPHER L. DELGADO May 21, 2010

_____date:_____

Christopher L. Delgado

Head, Coordination Unit

Accepted for the Steering Committee

DAN PETERS May 21, 2010
DAVID NABARRO

_____date:_____

Dan Peters
David Nabarro
Chairs *ad interim* of the GAFSP Steering Committee

Opening of the meeting

1. The second meeting of the GAFSP Steering Committee (SC) was convened at World Bank Headquarters in Washington, D.C., on May 14, 2010 at 10:00 am and ended at 6:00 pm.

2. GAFSP Steering Committee Chair Mr. Roger Ehrhardt (Director General, Multilateral Development Institutions, Canadian International Development Agency (CIDA)) was not able to participate due to other travel obligations. He delegated chairing responsibilities to Mr. Dan Peters (Director, Office of the African Nations, United States Treasury) who chaired the Second SC meeting from the opening until 1:30 pm; and to Dr. David Nabarro (Special Representative of the United Nations Secretary-General for Food Security and Nutrition) from 1:30 pm until the close of the meeting.

3. Participants to the meeting included members and alternates of the SC (see Annex 1 for a list of participants).

Presentation and adoption of the agenda

4. The following changes were requested to the provisional draft agenda circulated on May 13, 2010: (i) to commence the discussion with the GAFSP Governance Document (item 6 of the proposed agenda); and (ii) to add a discussion on the Technical Advisor Committee (TAC).

5. The meeting adopted the draft agenda with the changes mentioned above (see Annex 2 for the adopted agenda).

GAFSP Governance Document

6. The SC approved by consensus the Governance Document (May 14 binder) with the following changes: (i) the words "faith based organizations" will be deleted from the text on definition of Civil Society Organizations (CSOs) (page 1, point (d)), and (ii) South CSOs will have two full representatives (and no alternates) as opposed to one full representative and one alternate (page 4, Section D points (d) and (e)).

7. On the paragraph on the Selection of CSO Representatives (pages 4-5, point IV), the SC reiterated that it is fully supportive of the self-selection process undertaken by the CSOs to nominate their representatives to the SC, but that it reserves the right to provide consultation and input into the CSO self selection process. It was agreed that the issue of the SC's ratification role would be discussed at a later date in light of concerns raised about this by the interim CSO representative.

8. On the issue of Supervising Entities as non-voting members of the SC, there was a discussion on whether each Supervising Entity would be a non-voting member, or if some could be grouped to share memberships. It was agreed that each Supervising Entity will continue to participate at SC meetings unless otherwise agreed in a future SC meeting. It was agreed that the issue of

Supervising Entity Representation on the SC would be put on the agenda for discussion at the June 21 SC Meeting.

9. On the relation between the GAFSP Framework Document and the Governance Document, it was clarified that the GAFSP Framework Document was approved by the World Bank Board of Executive Directors, but that in case of any conflicts between the Framework Document and the Governance Document, the provisions of the Governance Document will supersede the provisions of the Framework Document. It was also mentioned that no amendments to the Governance Document may be inconsistent with the general purpose and objectives set forth in the Framework Document, and that changes to the purpose and objectives of GAFSP as set out in the Framework Document would need to be approved by the World Bank Board of Executive Directors. (Note: the legal staff of the Trustee have indicated a willingness to brief the SC further on this issue at the June 21 meeting if desired).

10. While the Governance Document was adopted, it was clarified that the Steering Committee retains flexibility in future meetings with regard to the following elements of implementation of that document:
    (i) Specification of the modality of the Chair: whether it will be defined to be a co- chair (with one from recipient country and one from a donor country/organization) or a rotating chair
    (ii) The size of the Technical Advisory Committee (TAC) provided that it does not exceed 12 persons
    (iii) The representation of the Supervising Entities at the GAFSP SC: whether each Supervising Entity will maintain individual seats (note: this will be discussed further on June 21 as per item 8 above).
    (iv) The SC's criteria in selecting the Supervising Entities
    (v) Procedures for recipients to select entities other than GAFSP Supervising Entities to assist in the design of projects supervised by one of the GAFSP Supervising Entities while still following the policies and procedures of the relevant Supervising Entity.

Proposed Rules of Procedure for the GAFSP Steering Committee Meeting

11. The meeting reviewed the Proposed Rules of Procedure for the GAFSP Steering Committee (May 14 binder).

12. The Coordination Unit explained that the proposed rules, which are akin to the well-known "Chatham House Rules", are designed to enable an open and free dialogue in SC meetings, taking into consideration that the GAFSP SC does not hold closed door Executive Session meetings involving only voting members.

13. The SC agreed to include the following aspects in the Rules of Procedure: (i) all relevant documentation should be submitted by the Coordination Unit to the SC at least one week prior to the meeting, and (ii) documents should be posted on the (soon to-be-established GAFSP website) within one week from finalization.

14. On the working language of GAFSP (rules on documentation, number 3), English will be the operational language of GAFSP. However, exceptions can be made to allow countries to submit documents to the SC in other languages in exceptional cases. This option will be decided on a case by case basis, and was applied in this meeting to a Call to Haiti to submit a proposal to the June 14 window.

15. The Coordination Unit agreed to revise the document and to circulate it to the SC within one week.

Call for proposals

16. Documentation related to the call for proposals was presented by the GAFSP Coordination Unit and guidance was sought on four main issues: (i) broadness of the call for proposal, (ii) the size of the per-country allocation cap, (iii) whether budget support will be an eligible form of support, and (iv) the deadline for the call for proposals.

17. On the broadness of the call for proposals, the SC agreed to issue one call to all eligible IDA-only countries. The call for proposals will have two windows for submission. The first window for submission will have a submission deadline of June 14, 2010; the second window for submission will have a submission deadline of October 1, 2010. All IDA-only countries that are not in non-accrual status are eligible for both windows of submission. The same criteria will be used to select countries under the two windows. The deadline for the first window for submission was set with the understanding that a number of countries could be announced as having qualified for GAFSP financing by the time of the G8 Summit on June 25-26, 2010.

18. To encourage countries that are deemed to have the highest "readiness" status to apply for the first window, the SC, through its Chair, will send outreach letters to three specific countries – Bangladesh, Haiti, and Rwanda – inviting them to submit a funding proposal for consideration under the first window. However, it was also clarified that any other eligible IDA-only country may submit proposals to the first or the second window, although country-specific letters will not be sent to countries other than the three named above

19. The meeting decided that the general call for proposals should be electronically communicated to all eligible IDA-only countries within one week, and that this could be done by posting on a website, plus distributing to GAFSP Supervising Entities to encourage them to share with eligible countries.

20. It was agreed that an Interim Technical Advisory Committee will be set up to review the proposals submitted for the first window in June 2010 and a regular Technical Advisory Committee will be established in time to review the proposals that will be submitted for the second window (see Section on Technical Advisory Committee below for more details on this issue). The committee indicated that criteria for selection of proposals would include (a) need for long term investment for food security, (b) the food security policy environment, (c) readiness of the investment planning process, (d) transformative potential of the proposal – including likelihood that it will leverage

increased outcomes and (e) involvement of smallholder farmer organizations in proposal development. The committee agreed that the World Bank CPIA would not be used as a criterion for selection.

21. On the issue of a per-country allocation cap, it was agreed that instead of setting a fixed cap, the SC should adopt a flexible approach taking into account relevance of the submitted proposals, regional average project figures, and other factors. Thus, the call for proposal would not indicate a firm per-country allocation cap, but instead include the overall envelope of GAFSP for 2010, the likely number of countries to be financed as indicative guidelines for countries preparing submissions, and an indicative amount to reduce the risk of receiving individual proposals greatly out of line with resource availability.

22. On the eligibility of budget support for financing, the commitment of the Committee to aid effectiveness was reiterated. However, the Committee also reaffirmed that the present stringent criteria and rules for budget support of Supervising Entities should be maintained, and that GAFSP financing is expected to be directly linked to quantifiable and attributable results in the improvement of agriculture and food security. Furthermore, the Committee noted that while relatively few eligible countries likely to apply to GAFSP would qualify for budget support on these grounds, those that did would likely blend budget support with investment projects.

23. The meeting recognized the difference in the situation between Africa, where there is an Africa-wide initiative to support country-level agriculture sector planning, such as CAADP, and outside of Africa, where such a continent-wide approach does not exist. It was agreed that the intent of GAFSP is not to make the bar of selection higher or lower for one of the two groups, and that the guidelines for selection of proposals should spell out how proposals from different CAADP and non-CAADP countries can be evaluated fairly and consistently.

24. It was agreed that the SC will not utilize any regional allocation targets in selecting proposals. Proposals will be evaluated on selection criteria as spelled out in the guidelines for selection of proposals.

25. It was agreed that the Call for Proposal letters would include a notation that although appraisal of the proposed project is the responsibility of the selected Supervising Entity, countries may select entities other than the selected Supervising Entities to assist them in the design and implementation of projects, as long as the normal operating procedures of Supervising Entities are adopted, and their relevant policies and procedures apply.

Update on the Private Sector Window

26. The IFC Working Draft on the Private Sector Window (May 14 binder) was presented by IFC.

27. The SC expressed appreciation to the IFC for the overall progress made from the previous draft, including the incorporation of comments given at the First SC meeting and thereafter through email. The SC reiterated the importance and uniqueness of the private sector window in GAFSP, and expressed its hope that the private sector window will lead to innovative and high risk ventures being funded, and that would not otherwise have been financed by the IFC. The SC also proposed that as the working draft evolves, it reflect ways in which groups other than the IFC will be able to serve as supervising entities.

28. It was agreed that comments on this draft will be accepted for consideration by IFC for an additional 4 weeks.

Update on CSO Representation

29. It was agreed that the SC will have three representatives from CSOs (one from the North and two from the South). This is a modification from the decision taken at the previous SC meeting when participation from Southern CSOs was defined as inviting one representative and one alternate to meetings. All three CSO representatives (two South, one North) will now have equal and full rights to participate in SC discussions as non-voting members, and the travel expenses of the two Southern representatives will be borne by the GAFSP Administrative budget.

30. Given GAFSP's global mandate, it was the recommendation of several members of the Steering Committee that the two representatives from the South should generally represent two different regions of the world, that the representation should rotate between regions over time, and that these requests be conveyed to those involved in the Southern self-selection process.

Update on Recipient Country Representation on the Steering Committee

31. Upon request by the Chair, the Coordination Unit described the process of selection of the recipient country representatives, as was carried out by the nine World Bank Executive Directors representing at least one IDA country in a meeting on April 6, 2010, following a week of consultations.

32. It was clarified that the current recipient country representatives of the SC are (in alphabetical order): Bangladesh, Haiti, Mongolia, Senegal, and Sierra Leone. It was explained that the number of recipient country representatives is determined by the number of donors, as the two numbers are stipulated to be the same. In anticipation of future contributors to GAFSP, the same meeting by the World Bank Executive Directors further selected the following countries as next-up countries to join once new donors engage (in order of joining SC): Yemen, Moldova, and an unspecified country in Eastern or Southern Africa. The same meeting agreed that these next-up countries would participate in SC meetings as non-voting members until such time that their status converts to voting member (upon the emergence of more donors).

33. It was clarified that it is the prerogative of recipient countries to appoint through their representatives to the Board of the World Bank whomever they deem fit to serve as their representative on the SC, including staff of the offices of the World Bank Executive Directors that are secondees of governments and not World Bank staff.

GAFSP Administrative Budget

34. The GAFSP Administrative Budget for Fiscal Year 2010 (FY10 - actual) and FY11 (proposal) was presented by the Trustee and the Coordination Unit.

35. The SC approved the GAFSP Administrative Budget for FY10. However, the SC requested the Trustee and Coordination Unit to submit a more disaggregated breakdown of the actual expenditures. The Coordination Unit agreed to do so within one week. The Trustee explained that it would not be feasible to provide detailed information for the actual costs of the Trustee component (as distinct from the larger Coordination Unit costs) than already submitted. This is because the Trustee operates on a 'fee per service' basis whereby such fees are determined according to the average annual size of fund balances and other considerations.. Trustee and Coordination Unit charges in the regard, it was clarified, are consistent with those of other FIFs at the World Bank.

36. On the issue of audit, the meeting reviewed the Contribution Agreements between the Trustee and the donors and confirmed that audits are required annually, but this requirement may be waived when agreed to by the Trustee and the SC. The meeting agreed that there will not be an external financial audit undertaken for FY10, saving up to $75,000 on the audit of the very few GAFSP financial transactions that are likely to occur through June 30, 2010. .

37. The SC members agreed to review for approval the FY11 budget within one week on a no objection basis.

38. The CSO representative requested to be noted in the Minutes as abstaining from decisions made on the topic of the Administrative Budget.

Technical Advisory Committee

39. The meeting agreed to establish an interim Technical Advisory Committee (iTAC) to review the incoming funding proposals under the first window with a start date of June 14, 2010, and an ending date of June 21, 2010. It was clarified that members on the iTAC will not be compensated from the GAFSP Administrative Budget, unlike the members of the regular Technical Advisory Committee (TAC), which will be established in the coming months. Further, given the tight time and resource constraints involved, iTAC will in some cases consist of existing staff members of Steering Committee entities, and thus independence issues will not be addressed explicitly for iTAC in the same was as for TAC, although this issue remains an important consideration.

40. It was agreed that a Sub-Committee of the SC will be formed to rapidly select members of the iTAC. The Sub-Committee will be chaired by the Special Representative of the United Nations Secretary-General for Food Security and Nutrition, and include the SC representatives from Bangladesh, Canada and Senegal. The Sub-Committee will be supported by the Coordination Unit. iTAC members will be selected by the Sub-Committee within two weeks after the receipt by the Sub-Committee of the CVs of the proposed candidates from the Coordination Unit.

41. It was agreed that interested members of the SC will send curricula vitae of proposed candidates to the iTAC to the Head of the Coordination Unit, for a selection to be made by the Sub-Committee. This information should be sent to the Coordination Unit within one week (ie by Friday May 28th).

42. The meeting agreed on the importance of selecting a regular TAC that is sufficiently independent of governments and organizations represented on the SC and that, as a group, has expertise in the various components of agriculture and food security covered under the scope of the GAFSP and provides diverse regional expertise.

43. The SC requested the Coordination Unit to prepare the Terms of Reference (TOR) and necessary budget for the regular Technical Advisory Committee, which would be discussed at the next SC Meeting.

44. It was agreed that the budget for the regular Technical Advisory Committee, once defined at the next SC meeting, will be added in the Administrative Budget for FY11 as a supplemental item.

Next Steps for the Steering Committee

45. It was agreed that the next SC Meeting will be a physical meeting in Washington, D.C., with virtual connections, on June 21, 2010 (Monday).

Table of Next Steps for the Next Trimester

Follow up -action	Coordination Unit And/or Trustee	Other members of the Steering Committee including World Bank as potential Supervising entity	Timeframe
Proposed Rules for Procedure	Revise the document (May 14 binder) to include inputs from the SC	Provide comments directly to the Coordination Unit	1 week (May 21, 2010)
Form of Transfer Agreement	Provide draft form of Transfer Agreement for comments by the Supervising Entities	Supervising Entities to provide comments before distribution at the next SC meeting	June 7, 2010
Call for Proposal	Prepare three outreach letters to Rwanda, Haiti and Bangladesh Draft a call for proposal for all eligible IDA countries Publish online the call for proposal	Chair to revise and send the letters to the three countries. SC to revise the draft and send comments directly to the Coordination Unit	24 hours (May 17,2010) 1 Week (May 21, 2010)
Update on the Private Sector Window		IFC to revise the document (May 14 binder) to include inputs from the SC	June 11, 2010
GAFSP Administrative Budget	Provide a detailed breakdown of Coordination Unit expenses in FY10	To review and provide inputs on the budget for FY11	1 week (May 21, 2010)
Technical Advisory Committee		Send CVs of proposed candidates for the *interim* Technical Advisory Committee to Coordination Unit Sub-Committee to select candidates	1 week (May 21, 2010) 2 weeks from receiving CVs (June 11, 2010)
	Coordination Unit to draft TOR and prepare budget for regular Technical Advisory Committee		June 14, 2010
Next physical SC Meeting			June 21, 2010

Attachments:

Annex 1: List of Participants

Annex 2: Adopted agenda

Annex 1: List of Participants

NAME	TITLE	ORGANIZATION / COUNTRY
CANADA		
Iain C. MacGillivray	Principal Advisor, Agriculture	CIDA
Jan-Francois Grabowiecki	International Economist	Finance Canada
GATES FOUNDATION		
Corinne Smith	Deputy General Counsel Global Development at Bill & Melinda Gates Foundation	GATES Foundation
Prabhu Pingali *(via VC)*	Deputy Director	GATES Foundation
Chris Gingerich *(via VC)*	Senior Program Officer	GATES Foundation
KOREA		
Hoan Uk Joo	Advisor to Executive Director	Korea
Sangdoo Bae	Director	Korea Ministry for Food, Agriculture, Fishery and Forestry
Hyunjoo Oh	Director for External Relations	Prime Minister's Office
SPAIN		
Leonardo Rodriguez	Advisor	Ministry of Economy and Finance of Spain
Gabriel Ferrero	Deputy, Department of Development	Spanish Ministry of Foreign Affairs and Cooperation
Marta Bardon	Advisor to the Executive Director	Spain
UNITED STATES OF AMERICA		
Dan Peters	Director	U.S. Treasury Department
Navtej Dhillon	Senior Advisor	U.S. Treasury Department
Tjada Mckenna	Senior Advisor	USAID

BANGLADESH		
Kazi MD. Aminul Islam	Alternate Executive Director	Bangladesh
Shyamala Shukla	Advisor to Executive Director	World Bank
HAITI		
Eduardo Saboia	Advisor to the Executive Director	Haiti
SENEGAL		
Ousmane Badiane	Representative	Senegal
YEMEN		
Ghaffar Jeehan Abdul	Advisor to the Executive Director	Yemen
ACTION AID		
Neil Watkins	Policy Director	ActionAid
ADB		
Robert Schoellhammer	Deputy Resident Director	Asian Development Bank
AfDB		
Aly-Sabou Sabaa	Representative	AfDB
FAO		
Jose Maria Sumpsi	Assistant Director-General for Technical Cooperation	FAO
IADB		
Chaverri Alonso	Legal Department	IADB
Crisologo Priscilla	Legal Department	IADB
Hector Malarin	Chief Rural Developnment, Env and DRMngt	IADB

Paul Trapido	Senior Economist	IADB
Bohannon Sean	Office of Outreach and Partnership	IADB
IFAD		
Cheryl Morden	Director North American Liaison Office	IFAD
Henock Kifle	Chief Development Strategist	IFAD
IFC		
Rajesh Behal	Investment Officer	IFC
Vipul Prakash	Senior Manager	IFC
UN HLTF		
David Nabarro	Representative	UN Secretary General's Office
WFP		
Christopher Moore	Director of Hunger Solutions Strategy	World Food Programme
WORLD BANK		
Mark Cackler	Sector Manager, Agriculture and Rural Development	World Bank
WORLD BANK Trustee		
Pamela Crivelli	Lead Financial Officer	World Bank
Chie Ingvoldstad	Trustee	World Bank
Iris Sta. Maria	Trustee	World Bank
Maria Lourdes Pardo	Legal	World Bank
Wen-Jun Tan	Legal	World Bank
GAFSP COORDINATION UNIT		

Christopher Delgado	Head, GAFSP Coordination Unit	World Bank
Robert Townsend	GAFSP Coordination Unit	World Bank
Yurie Tanimichi Hoberg	GAFSP Coordination Unit	World Bank
Iride Ceccacci	GAFSP Coordination Unit	World Bank
Ramon Yndriago	GAFSP Administrative Client Support	World Bank

Annex 2: Agenda (as adopted on May 14, 2010)

Global Agriculture and Food Security Program (GAFSP) ***Agenda*** **Second Steering Committee Meeting May 14, 2010** World Bank Main Complex Room MC10-850 10AM-6PM	
10:00 am to 10:30 am **Introduction**	**1. Welcome and brief update on developments since last SC Meeting** Christopher Delgado, Head, GAFSP Coordination Unit Documentation: Final April 22 GAFSP Steering Committee Meeting Minutes **2. Presentation and adoption of the proposed agenda with any amendments offered** Dan Peters, Director, Office of African Nations, US Treasury Documentation: Proposed Agenda Requested Action: Amendment and adoption of agenda **3. GAFSP Governance Document** Dan Peters Documentation: GAFSP Governance Document (May 6, 2010) Requested Action: Adoption of GAFSP Governance Document **4. Proposed Rules of Procedure for GAFSP Steering Committee Meetings and Communications** Yurie Tanimichi Hoberg, GAFSP Coordination Unit Documentation: Draft Rules of Procedure for GAFSP Steering Committee Meetings and Communications Requested Action: Adoption of proposed rules
10:30 am to 12:00 **Call for Proposals**	**5. First Call for Proposals** Robert Townsend, GAFSP Coordination Unit Documentation: Decisions needed from the SC on Call for Proposals; Recommendations for GAFSP's Call for Proposals (prepared by GAFSP Donors); Draft GAFSP Call for Proposals for Rwanda, Haiti and Bangladesh (following donor recommendations); Rwanda signed CAADP Compact; Rwanda CAADP Post Compact Technical Review; Strategic Plan for the Transformation of Agriculture in Rwanda – Phase II; Rwanda CAADP Post Compact Agriculture Sector Investment Plan 2009-2012 Requested Actions: See "Decisions needed from the SC on Call for Proposals." [Coffee Break] **6. Second Call for Proposals** Christopher Delgado Recommendations for GAFSP's Call for Proposals (prepared by GAFSP Donors); Update on preparation of CAADP investment plans. Requested Actions: Decision on timeline for Second Call for Proposals; Discussion of procedures for incorporating insights from First Call; Discussion of possible countries; Wrap-up of specific guidance to Coordination Unit on Calls.
12:30 to 1:00PM	Lunch Break (provided in room)

1:00 pm to 2:30 pm **GAFSP Governance (cont.)**	**7. Update on Recipient Country Representation on the Steering Committee** Tjada Mckenna **8. Update on Private Sector Window** Oscar Chemerinski, Director, Agribusiness Department, IFC Documentation: ActionAid Comments on IFC April 22 draft on Private Sector Window IFC Updated Working Draft – GAFSP – Private Sector Window Requested Action: Discussion of Updated Draft [Coffee Break]
2:45 pm to 6:00 pm **Administration of GAFSP and Next Steps**	**9. GAFSP Administrative Budget** Pamela Crivelli, Trustee Christopher Delgado Documentation: GAFSP Administrative Budget for FY10 and FY11 Requested Action: Approval of GAFSP Administrative Budget for FY10 and FY11
	11. Technical Advisory Committee ***(additional item added as per Steering Committee Request)***
	10. Update on CSO Representation on the Steering Committee CSO Representative to this meeting (Neil Watkins, ActionAid) Documentation: Note by InterAction; Email from Nora McKeon (CFS NGO group) to Chris Delgado; Pan African Farmers Platform; TCI Discussion Paper. Requested Action: Comments on CSO self-selection process **11. Next Steps for the Steering Committee** Christopher Delgado Documentation: updated three-month timetable Requested action: endorsement of 3 month timetable
	12. Wrap-up David Nabarro- Closure of the Meeting