



Approved Decision

Decision:

Dear CTF and SCF Trust Fund Committee members,

We are writing regarding the *CIF cover note* templates submitted for review and approval.

The time period provided for submission of any objections to the decision has now expired. No objections were received. We are, therefore, pleased to inform you that the following decision is now approved.

The CTF and SCF Trust Fund Committees, having reviewed the cover note templates, approve the templates, and request the CIF Secretariat to implement these new templates across all CIF programs.

The CTF and SCF Trust Fund Committees further note that these templates will be reviewed annually and may be updated based on lessons learned and feedback received from the various stakeholders and will be submitted for review and approval in February 2025.

All final version of the templates can be accessed [here](#)

Decision Information

Approved Decision Date:

2/6/2024

Decision Name:

Cover Note Templates

Committee / Fund:

Joint

Document Number:



Proposed Decision

Decision:

Dear CTF and SCF Trust Fund Committee members,

Kindly recall that at the last Joint Meeting of the CTF and SCF Trust Fund Committees held on June 28, 2023, the TFC members [requested](#) the CIF Secretariat, in collaboration with the MDBs, to prepare a cover note to accompany every project proposal and request submitted for approval by the Committees.

In response to this request, the CIF cover note templates have been modified. Please see the "Documents" tab on the right to access three examples of the modified cover note templates for your review and approval.

The modifications will apply to cover notes for all CIF programs. Please note that the portfolio information is included in the resource availability section as part of every approval request in CCH. For exceptional requests, comments from CIF Secretariat will be added in the additional notes section (eg: [here](#)).

The CTF and SCF Trust Fund Committees are requested to approve the following decision:

The CTF and SCF Trust Fund Committees, having reviewed the cover note templates, approve the templates and request the CIF Secretariat to implement these new templates across all CIF programs.

Decision Information

Date Submitted to Committee:

10/19/2023

Decision Name:

Cover Note Templates

Committee / Fund:

Joint

Document Number: