MICI’s External Consultative Group (GCE)  
Second Generation  
Operating Procedures

A. Reach of the GCE

- The GCE is a space for the free exchange of ideas and knowledge with the aim of advising the Independent Consultation and Investigation Mechanism (MICI) on issues of access, learning, transparency, and effectiveness that allow its institutional strengthening.

- The GCE is an advisory body to MICI, who is solely responsible for the Mechanism’s decision-making and operation. The GCE will not be involved in the management of any case, individually or collectively.

B. Characteristics of the Appointment

- Participation in the GCE does not generate contractual obligations for any of the parties and is done on a voluntary basis without financial remuneration. Any participant may freely leave the group after prior notification to the Mechanism.

- Travel and lodging costs to participate in the GCE meetings are covered by MICI in accordance with the Bank’s travel policies, which are detailed below.

- The term of the appointment is for an initial period of five years, with the possibility of extension for an additional three-year period.

C. GCE Member Responsibilities

It is the responsibility of GCE members to:

- Attend meetings (in person and/or virtually as decided by MICI) in accordance with the Group’s Operating Procedures. Failure to attend two consecutive meetings without justification will result in recission of GCE membership.

- Respond to the communications sent by MICI in a timely manner.
• Act in accordance with the ethical principles and guidelines of the IDB Group (see Code).

• Dedicate the time deemed pertinent to reading the documents sent by MICI before, during, and after the Group’s meetings.

• Participate actively and purposefully to achieve the objectives set by the GCE.

• Respect the confidentiality of requirements established by MICI regarding the topics to be discussed in the GCE.

• Notify MICI immediately when any potential conflict of interest arises. For each case, the Mechanism will analyze the situation and determine if it is necessary to request that the person recuse themselves from participating in the Group.

• Consult in advance with the Mechanism on any matter related to the GCE and their participation in it.

D. MICI Attributions regarding the GCE

MICI has the faculty to:

• Rescind the membership of any member of the GCE due to conflicts of interest or actions that violate MICI’s mandate.

• Determine the dates during which meetings will be held and generate the proposed final agenda for them based on GCE members’ contributions.

• Use information or implement at discretion any measure discussed and/or agreed upon during GCE meetings.

E. Participation in GCE Meetings

• In the case of in person meetings, MICI will cover the transportation and lodging of participants who are not residents of the Washington, DC metropolitan area, in accordance with the Bank’s travel policies, which are summarized below:

  a. Air travel in economy class, round trip, leaving the city of origin to Washington, DC and returning to the city of origin.

  b. Lodging at the hotel selected by MICI in a single-occupancy room for the total number of nights to be deemed necessary for the meeting by the Mechanism. The Mechanism will only cover the cost of lodging (fees and taxes), to be paid directly to the hotel. At the time of registration at the hotel, GCE members must present a credit card to cover all other expenses that are not part of the cost of lodging.
c. For your stay in Washington, DC, the Bank will grant a per diem for food expenses that are not covered by the Mechanism during the event and that are not included in the hotel reservation, as well as ground transportation airport-hotel-airport.

d. These guidelines may be subject to change in accordance with any change in the Bank’s policies.

- The meetings will be held in Spanish, but there will be simultaneous translation services available to English or another language of the region if necessary.
- MICI will chair the GCE meetings and will write summary minutes, which will include the main issues discussed and any agreement reached, as well as follow-up measures.
- MICI will send a proposal for the agenda to the members for their review, comments, and so they may propose changes, as necessary.
- To encourage open dialogue and respect the confidentiality needs of both MICI and Group participants, GCE meetings adhere to the Chatham House Rule, under which no individual attributions are made.
- The interventions made by members of the GCE are made in a personal capacity and not on behalf of any institution or organization.
- The meeting agendas and their minutes are public documents that will be published on the MICI website.
- A MICI staff member, under the supervision of the Director, will be the point of contact for the following: meeting logistics, preparing the draft agenda and sharing it with Members prior to the meeting; prepare and share the notes summarizing the meeting and post the agenda and other public documents that may be of relevance on the MICI website.

These guidelines are subject to change which will be notified in advance to all members.

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1 Chatham House Rule states the following: Where the Chatham House Rule applies to a meeting, or part of a meeting, attendees are free to use information received [provided it has not been provided in confidence], but neither the identity nor affiliation of the speaker(s), as well as of other participants, may be revealed.