**Pro-forma Application Letter**

[Date]

[Place]

Mr./Ms. [Name]

Chair of the CoST Board

5th Floor, Woolgate Exchange

25 Basinghall Street

London EC2V 5HA, UK

***Ref. Application to join the Infrastrcuture Transparency Iniative as CoST [Member or Affiliate]***

Dear Sir/Madam,

After reviewing the characteristics and applicability of the Infrastructure Transparency Initiative (CoST) in our [country, region, procuring entity or megaproject] and following a test of interest with key stakeholder from Government, Private Sector and Civil Society, hereby we submit an application on behalf of [name of the country, region, procuring entity or megaproject] to apply to CoST as [member or affiliate].

**1. Desire to enhance transparency and accountability in public infrastructure investment and willingness to observe the CoST principles**

By this letter we express our desire to enhance transparency and accountability in public infrastructure investment and our willingness to observe the CoST principles based on the following points:

a) For [country, region, procuring entity or megaproject] CoST is a catalyst to face the [insert main challenges on public infrastructure sector. Where possible please provide data or examples on the main challenges identified].

b) The institutional mechanism placed in [country, region, procuring entity or megaproject] to promote transparency and accountability in public infrastructure that enable CoST implementation are [brief description on public institutions and systems linked to transparency and accountability in the infrastructure sector].

c) The legal and policy framework focused on ensuring transparency and accountability in public infrastructure investments is mainly [list laws and/or policies that demonstrate that there is an enabling environment for CoST].

d) The priority actions taken or planned to improve transparency and accountability in the infrastructure sector consist of [list actions aligned to CoST principles].

**2. Commitment from** [at least a public infrastructure procuring entity] **to participate in the initial implementation of the programme.**

For the inception phase the [name of procuring entity] will start disclosing all relevant information listed in the CoST Infrastructure Data Standard (IDS).

The [name of procuring entity] has an annual budget of [X million USD] for infrastructure projects. Our priority sectors are [list sectors and sub-sectors].

We have identified[[1]](#footnote-1) [insert number] of our projects drawn from [insert number] of sectors for the first stage of CoST implementation as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name of Project** | **Sector/Subsector** | **Value** | **Duration** |
| 1. | *Project ABC* | *Transport* | *USD$......* | *Jan 2017 - ….* |
| 2. | *Project DEF* | *Water* | *USD$....* |  |
| 3. | *Project GHI* | *Housing*  |  |  |
| 4. | *Project JKL* | *Education* |  |  |
| 5. | *Etc.* |  |  |  |
|  | *Etc.* |  |  |  |
|  | *Etc.* |  |  |  |
|  |  |  |  |  |
|  | **TOTAL** |  | *USD$ ……* |  |

To scale up the programme we anticipate that there will be at least [insert number] projects from [insert number] sectors and [insert number] procuring entities that will be included in the [short-medium term or indicate specific milestones in time].

**3. Commitment to liaise and share information with the CoST International Secretariat.**

The [Government, procuring entity or megaproject] states its commitment to share information and experiences with the International Secretariat during the implementation of the CoST programme. We also commit to report quarterly the progress and developments of our operational plans. All reports will follow the format facilitated by the International Secretariat.

In addition, we have appointed [name and position]**,** to be the focal point of contact between the [Government, procuring entity or megaproject] and CoST International, to ensure appropriate liaison and communication flows.

**4. Public announcement to confirm the intent to implement a programme for increasing transparency and accountability in the provision of public infrastructure.**

The public announcement to confirm the intent to implement a CoST programme for increasing transparency and accountability in the provision of public infrastructure will be made by [insert name and position] by the [expected date and place].

The public announcement will be done through a [press conference, press bulletin, public event, etc.] as well as using [social media, websites, etc.].

**5. Administrative arrangements for coordination with the International Secretariat.**

We have included as part of our application a detailed Implementation Plan, in Annex A.

The CoST programme will be financed by [identify funding sources] for the initial phase of implementation for the period [insert dates/time frame]up to [insert amount]. More details of our proposed budget can be found in the detail budget, enclosed as Annex B.

The appointed official to coordinate with the International Secretariat is [name, position, contact details] and will be dedicated [full time, part time or amount of hour a week] to the CoST programme.

**6. Evidence of support from government, the private sector and civil society.**

We commit to engage key stakeholders since the initial activities including the private sector and civil society to ensure inclusiveness and participatory decision-making in the design and implementation of CoST. Please find attached in Annex C the full list of confirmed members for the [permanent or interim] Multi-stakeholder Group.

If you have any questions or require further information, please do not hesitate to let us know.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Government, or an alternative organisation name, position and signature]

Government endorsement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[If an alternative organisation is submitting the application letter please indicate name, entity and position of public official endorsing the application].

1. If projects are not or cannot be identified at this stage, please include a reason for why this has not yet been done, or the process intended to follow to select the projects. [↑](#footnote-ref-1)