



# Global Environment Facility

## Summary of Document GEF/C.28/7

### Note on the Organization of the Third GEF Assembly

#### Proposed Schedule of Activities

1. The Third GEF Assembly will be convened from August 29-30, 2006, in Cape Town, South Africa at the Cape Town International Convention Centre. A number of meetings associated with the Assembly will also be convened in Cape Town, which Assembly participants are invited to attend. These include:

August 28	GEF Forum on Sustainable Land Management
August 28	NGO Forum
August 28	Special Council Meeting
August 28-30	Constituency Meetings
August 28-30	Workshops and Side events
August 31-September 1	Site Visits to GEF Projects

#### Notification

2. The official notification for the Assembly will be sent to the Minister(s) of the agency or agencies in which the GEF Political and Operational Focal Points are located, as well as to other relevant government agencies.

3. In accordance with the Rules of Procedure for the GEF Assembly, a provisional agenda, together with the notice of the Assembly, is to be transmitted to all those invited sixteen weeks prior to the date of the Assembly.

4. In recognition of the need to transmit the notification and provisional agenda to all those invited to the Assembly by May 8, 2006, the Council was requested to approve the provisional agenda by mail on April 10, 2006. **Annex A** presents a draft provisional agenda for Council review and approval.

5. The provisional agenda was not approved by mail as one Council Member expressed concerns and requested that the paper and the provisional agenda be discussed at the June Council Meeting. The Secretariat is therefore resubmitting the paper to Council, which is requested to approve the provisional agenda for the Assembly and comment on the proposed organization of work.

## **Attendance**

6. All GEF members (176 countries) will be invited to send a Representative and one Alternate to the Assembly. Delegations may include advisors.
7. The GEF will finance the travel and subsistence costs of one representative from each recipient country and two participants from LDCs and SIDS.

## **Assembly Structure and Schedule**

8. The primary purpose of the Assembly is to:
  - (a) review the general policies of the Facility;
  - (b) review and evaluate the operation of the Facility on the basis of reports submitted by the Council;
  - (c) keep under review the membership of the Facility; and
  - (d) consider, for approval by consensus, amendments to the present Instrument on the basis of recommendations by the Council.
9. In addition to its formal mandate as defined in the Instrument, the Assembly provides a unique opportunity to promote:
  - (a) high-level dialogue on the major challenges facing the GEF as it moves into a new replenishment period, and an opportunity to discuss ways to address these challenges and to develop a framework of action;
  - (b) increased awareness and understanding of key global environmental challenges and the need for concerted activities in order to address those challenges;
  - (c) strengthened ownership of all Participant States in the GEF and in their constituencies. In this regard, the Assembly provides an excellent opportunity to facilitate constituency-based consultations;
  - (d) greater understanding of the procedures of the GEF and its usefulness in assisting countries to contribute to the achievement of global environment benefits; and
  - (e) sharing of the experience of the GEF at the operational level in undertaking measures to protect and manage the global environment.
10. Taking into account the two-day timeframe for the Assembly, it is proposed that the Assembly meeting combine the following elements:
  - (a) Plenary sessions on the first and second days of the Assembly, to consist of the opening and closings ceremonies, the conducting of official GEF business, and

statements made by GEF partners. It is proposed that the plenary meeting include:

- (i) *Statements by Ministers or other High-level Heads of Delegation.* Due to the shortened time frame for the Assembly, there is insufficient time for statements by all heads of delegations. It is proposed that four representatives give a statement on behalf of recipient countries and one representative speak on behalf of the non-recipient countries. In addition, each delegation will be invited to prepare a written statement which will be published on the GEF Assembly website.
  - (ii) *Statement of the Assembly's Conclusions.* The Chair will prepare a summary of the main discussions and conclusions of the meeting. Any recommendation or decision approved by the Assembly at the meeting will be appended to the Chair's summary.
- (b) High-level thematic roundtables on the first day to address the following proposed themes:
- (i) opportunities and challenges for the GEF as a financial mechanism for the multilateral environmental agreements;
  - (ii) sustainable development, economic growth and the global environment; and
  - (iii) enhancing performance at the country level.

11. Discussion notes will be prepared to facilitate the dialogue, and each of the roundtables will begin with an introduction by one or two speakers drawn from GEF partners and experts familiar with the theme of the roundtable. Council is invited to comment on the outlines to guide further development of the issue notes.

12. Each roundtable will consist of approximately 50 heads of delegation, with approximately 100 observers, and will be moderated by two co-chairs who will be responsible for preparing a short one-page note summarizing the discussions of each roundtable.

### ***Documentation for the Assembly***

13. Documentation for the Assembly is to be disseminated at least six weeks before the start of the meeting (July 18, 2006).

### **Assembly Budget**

14. The total projected government cost for hosting the Assembly is US\$848,000. The Government of South Africa will contribute cash and in-kind costs of US\$231,000 and US\$187,000, respectively. Donors have contributed approximately US\$230,000 towards these costs but the Secretariat expects a cash shortfall of approximately US\$200,000. As agreed to by Council at the November 2005 meeting, the Secretariat expects to draw upon the GEF Trust

Fund to cover any remaining shortfall. The Secretariat will report the amount of any shortfall to the Council.

15. The Secretariat has requested a total of US\$3,393, 500 for costs to be incurred by the Secretariat in organizing the Assembly. US\$930,000 was approved by Council in June 2005, and the Secretariat has requested the balance of US\$2,463,500 as a special initiative in the FY07 corporate budget. Please see *GEF Corporate Budget FY 2007*(GEF/C.28/8).

## **Annex A: Provisional Agenda**

1. Opening Ceremony
  - a) Welcoming address by the host Government
  - b) Welcoming address by the CEO/Chairman of the Facility
  - c) Statements by five regional representatives of GEF Participant Countries
2. Election of the Chair
3. Election of Vice-Chairs
4. Adoption of the Agenda and Organization of Work
5. Statements by the Heads of the Implementing Agencies
6. Statements by the Scientific and Technical Advisory Panel (STAP)
7. Statement by GEF Office of Evaluation
8. Statements by the Representatives of the Conventions
9. Statements by the Heads of the Executing Agencies
10. Statement by a Representative of the UN Commission on Sustainable Development
11. Statement by a Representative of Non-Governmental Organizations
12. Amendment of the Instrument
13. High level roundtables with participation by ministers and other heads of delegation
14. Report on Membership
15. Report on Credentials
16. Report on the GEF Trust Fund
17. Report on the Fourth Replenishment of the GEF Trust Fund
18. Report of STAP
19. Third Overall Performance Study of the GEF
20. Summary of High-level Roundtable Discussions
21. Presentation of Chair's Summary
22. Closing of the Assembly