



# Global Environment Facility

GEF/C.28/7  
May 12, 2006

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GEF Council  
June 6-9, 2006

Agenda Item 16

## **NOTE ON THE ORGANIZATION OF THE THIRD GEF ASSEMBLY**

**Recommended Council Decision**

The Council having reviewed document GEF/C.28/7, *Note on the Organization of the Third Assembly*, welcomes the arrangements that are being made for the Assembly and associated meetings and approves the provisional agenda.

## BACKGROUND

- i. On February 16, 2006, a draft paper was circulated to Council outlining the steps that had been taken to reduce the costs of the Assembly as requested by the Council in November 2005.
- ii. In response to the paper and the CEO's request for voluntary contributions to help meet the costs of hosting the Assembly in South Africa, the Governments of Norway, Finland and Sweden have generously agreed to contribute to the costs of hosting the Assembly in South Africa.
- iii. The paper also presented proposals for the organization of the Assembly, and Council Members were invited to provide comments on the proposed organization.
- iv. The present note takes into account the comments received from Council Members on the February 16 draft paper. It describes the proposed organization of the Assembly and associated meetings.
- v. In accordance with the Rules of Procedure for the GEF Assembly, a provisional agenda for the Assembly is to be prepared by the CEO and approved by the Council. The provisional agenda, together with the notice of the Assembly, is to be transmitted to all those invited to the Assembly sixteen weeks prior to the date of the Assembly.
- vi. Recognizing that the notification and a provisional agenda are to be transmitted 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** of this text presents a draft provisional agenda for Council review and approval.
- vii. The provisional agenda was not approved by mail since one Council Member expressed concerns and requested that the paper and the provisional agenda be discussed at the Council meeting in June 2006. Therefore, we are resubmitting the paper to Council which is requested to approve the provisional agenda for the Assembly and comment on the proposed organization of work. This document has also been revised to include a brief outline of the issue notes to be prepared for the themes proposed for the high level roundtables (**see Annex B**). Council is invited to comment on the outline to guide the further development of the issue notes.

## INTRODUCTION

1. During its meeting in November 2005, the Council expressed its appreciation for the generous offer of the Government of South Africa to host the Third GEF Assembly and agreed that the Assembly and associated meetings will be held in Cape Town, South Africa, from August 28-September 1, 2006. The Council requested that the Assembly meeting be convened for two days.

2. This note provides information on the proposed organization of the third GEF Assembly and associated meetings. *The Council is invited to approve the provisional agenda of the Assembly so that it may be circulated to all those invited to the Assembly sixteen weeks in advance of the meeting.* The final provisional agenda for the Assembly will be transmitted to all those invited to the Assembly two weeks prior to the opening of the meeting.

## PROPOSED SCHEDULE OF ACTIVITIES

3. The Third GEF Assembly will be convened from August 29-30, 2006, in Cape Town, South Africa at the Cape Town International Convention Center.

4. A number of meetings associated with the Assembly will also be convened in Cape Town. Participants attending the Assembly are also invited to attend relevant associated meetings. 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

## ORGANIZATION OF ASSEMBLY

### *Notification*

5. The Rules of Procedure for the Assembly require that the notification and provisional agenda for the Assembly be disseminated sixteen weeks before the date of the meeting. The notification will be distributed in May, 2006 to all those to be invited to the Assembly. A copy of the provisional agenda is attached as **Annex A** to this paper. Council Members are invited to approve the provisional agenda.

6. Len Good, GEF CEO, and the Hon. Marthinus Van Schalkwyk, the South African Minister of Environment, sent a joint letter announcing the Assembly to Council Members, focal

points and other high-level government officials in all GEF Participant states, informing them about the dates and venue of the meeting and requesting participants to reserve the Assembly dates on their calendar.

7. An official notification has been sent to the Minister(s) of the agency or agencies in which the GEF political and operational focal points are located and also to other relevant government agencies.

### *Attendance*

8. The Instrument provides that the Assembly shall consist of Representatives of all Participants. All GEF members (176 countries) will be invited to send a Representative and one Alternate to the Assembly. Each delegation may include advisors as the government deems appropriate.

9. Recognizing that the Assembly is a unique opportunity for all GEF participating governments to exchange views on the policies and operations of the GEF at a high level, governments are encouraged to send Ministerial or high-level representatives familiar with the GEF, and in particular with GEF-financed activities in their own countries, to the Assembly. Governments are also encouraged to include GEF focal points in their delegations to provide them with an opportunity to participate in the Assembly and to benefit from the various side events, exhibits and other informal networking opportunities.

10. As was the practice for previous Assemblies, the GEF will finance the travel and subsistence costs of one representative from each recipient country. In the case of the least developed countries and small island developing states, financing will be provided for a representative and an alternate.

11. As provided in the Rules of Procedure for the GEF Assembly, representatives of the following will also be invited to the Assembly: Implementing Agencies, Executing Agencies, Trustee, STAP, Convention on Biological Diversity, United Nations Framework Convention on Climate Change, Stockholm Convention on Persistent Organic Pollutants, United Nations Convention to Combat Desertification, Montreal Protocol on Substances that Deplete the Ozone layer and its Multilateral Fund, United Nations Commission on Sustainable Development, United Nations specialized agencies that have participated in GEF projects, other funding organizations, including bilateral development agencies, that have participated in GEF projects, and accredited NGOs, including representatives of major groups as described in Section III of Agenda 21.

12. The CEO may, in consultation with the Council, invite representatives of other organizations and entities to observe the Assembly.

### ***Work of the Assembly***

13. As provided in paragraph 14 of the Instrument, 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.

14. 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.

15. Taking into account the two day time frame for the Assembly, it is proposed that the Assembly meeting combine plenary meetings and high level round tables with opportunities for constituency meetings, side events, exhibits and smaller informal networking opportunities described below.

#### ***Day 1 morning session: plenary***

16. The first day of the Assembly will commence with a four hour plenary session (9 a.m. to 1 p.m.) including an official opening ceremony organized by the host Government. This plenary session will include welcoming remarks by the host Government and the GEF CEO/Chairman of the Facility, selected statements of GEF Participant states (5 speakers), election of the Chair and Vice-Chairs (Bureau) of the Assembly, adoption of the agenda, statements by representatives of

the Implementing Agencies, STAP, Conventions, Executing Agencies, GEF Evaluation Office and a representative of the NGO Network.

17. The morning plenary will also consider amendments to the GEF Instrument proposed by the Council.

*Day 1 afternoon session: high level roundtables*

18. The afternoon session (2 p.m. to 6 p.m.) will consist of three thematic high level roundtables (three parallel sessions). Ministers and heads of delegation will be invited to identify the roundtable on which they would like to participate, prior to the meeting, and issues notes will be prepared in advance to facilitate discussion during the roundtables. Each delegation will be represented on one of the roundtables.

19. On the basis of comments received from Council Members and the host Government, three themes have been proposed for the roundtables. The Council will be invited at its meeting in June 2006 to review and comment on the proposed themes. The three themes are:

- (a) Opportunities and Challenges for the GEF as a financial mechanism for the Multilateral Environmental Agreements: Regional Perspectives;
- (b) Sustainable development, economic growth and the global environment;
- (c) Enhancing performance at the country level.

20. A one page outline of possible issues to be addressed under each theme is attached as **Annex B** for Council review and comment. Thereafter, discussion notes will be prepared to serve as a starting point for each roundtable and to facilitate a substantive and meaningful dialogue. In addition to the discussion notes, 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.

21. Each roundtable will be moderated by two co-chairs (one from a recipient country and one from a non-recipient country) who will be responsible for preparing a short one page note summarizing the discussions of each roundtable. It is proposed that each roundtable will consist of approximately 50 participant heads of delegation, with approximately 100 observers.

22. It is expected that the roundtable format will provide a setting in which substantive discussions can be held among heads of delegations. The roundtable discussions will contribute to the Chair's summary of the discussions of the Assembly, which will be presented to the Assembly Representatives on the second day of the meeting.

*Day 2*

23. The second day of the Assembly will commence with a plenary session (9 a.m. to 11: 30 a.m.) to review the following items: review of GEF membership, report on credentials, update on

the GEF Trust Fund, report on the fourth replenishment of the GEF Trust Fund, reports on the high level roundtables, and the third Overall Performance Study of the GEF.

24. As provided for in the Rules of Procedure for the Assembly, the Chair will prepare, in consultation with the Bureau, a summary of the main discussions and conclusions of the meeting. Any recommendation/decision approved by the Assembly at the Meeting shall be appended to the Chair's summary.

25. A draft of the Chair's summary will be made available to delegates before the lunch break on the second day. After the lunch break, a meeting of the heads of delegation will be convened to provide an opportunity for the delegates to provide comments on the draft Chair's summary.

26. After the meeting of the heads of delegation, the Chair will finalize the Chair's summary with a view to presenting it to the final plenary of the Assembly.

27. A provisional timetable is annexed at **Annex C** to this note.

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

28. Documentation for the Assembly is to be disseminated at least six weeks before the start of the meeting (July 18, 2006). A proposed list of documents for the Assembly is provided as **Annex D**.

### ***Bureau of the Assembly***

29. As provided in rule 12 of the Rules of Procedure for the GEF Assembly, the Assembly will elect a Chair and two vice-Chairs from among the Representatives attending the Assembly. One vice-Chair shall be a Representative of a recipient country Participant, and one vice-Chair shall be a Representative of a non-recipient country Participant.

30. The Chair and vice-Chairs shall constitute the Bureau of the meeting. The CEO will serve as an ex-officio member of the Bureau.

### ***Statements by Ministers or other High-level Heads of Delegation***

31. In view of the shortened time frame for the Assembly, there is insufficient time for statements by all heads of delegations. It is proposed instead that four representatives (one representative each from recipient countries in Africa, Asia and Pacific, Latin America and the Caribbean and Central, Eastern Europe and the Former Soviet Union) give a statement on behalf of recipient countries and one representative will speak on behalf of the non-recipient countries. In addition, each delegation is invited to prepare a written statement which will be published on the GEF Assembly website.

### ***Statement of the Assembly's Conclusions***



32. As noted above, the Chair will prepare, in consultation with the Bureau, before the end of the Assembly, 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. The Chair's summary will be a public document.

#### **ASSOCIATED MEETINGS**

##### ***GEF Forum on Sustainable Land Management (August 28)***

33. As agreed by the Council in November 2005, as part of the GEF's contribution to the International Year of Deserts and Desertification, a special forum will be convened on GEF's contribution to the prevention and control of desertification and deforestation through the promotion of an integrated approach to sustainable land and water management. The forum will reflect on achievements of the GEF in combating land degradation within its mandate over the past 10 years as well as on the way forward for the coming decade. The forum will focus on ecosystem goods and services as well as advantages and the challenges to this approach posed in the drylands. The forum will allow GEF member countries to share experiences and identify best practices that will be of interest to other countries. The conclusions of the forum will be forwarded to the special Council meeting and the Assembly.

##### ***NGO Forum (August 28)***

34. An NGO Forum "**Turning Policy into Reality: From the Ground Up**" will be organized by the representatives of the NGO Network on August 28, 2006. GEF accredited NGOs are eligible to attend the Assembly. Additional NGOs can be accredited for purposes of the Assembly.

##### ***Special Council Meeting (August 28)***

**35.** A one day special meeting of the Council will be convened to review the documentation prepared for the Assembly and to agree upon any recommendations and proposals the Council may wish to present to the Assembly.

##### ***Constituency Meetings (August 28-30)***

36. The Assembly provides an excellent opportunity for constituency-based consultations among multi-country constituencies. Opportunities will be available for Council Members to hold constituency meetings from August 28 to 30.

##### ***Workshops and Side Events (August 28-30)***

37. Side events in the form of workshops and seminars will be organized during the Assembly and the day prior to the Assembly. The Secretariat proposes to solicit views from a wide audience on themes for the workshops and seminars.

### ***Site visits (August 31-September 1)***

38. In consultation with the host Government and the Implementing and Executing Agencies, site visits to GEF funded projects in and around Cape Town will be organized on August 31 and September 1 to provide participants an opportunity to see the impact of GEF funding in South Africa.

### ***Exhibition and Outreach (August 28-30)***

39. The Assembly represents an excellent opportunity to raise awareness of, and communicate to, a wider audience the challenges of managing the global environment and the role that the GEF can play in assisting recipient countries to integrate global environmental issues into their sustainable development goals and to produce positive impacts on the ground. Space will be made available for interested exhibitors to showcase their work on the global environment. Other outreach opportunities will also be sought to highlight global environmental issues.

### **ASSEMBLY BUDGET**

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 we expect a cash shortfall of approximately US\$200,000. As agreed by Council at the November 2005 meeting, the Secretariat will draw upon the GEF Trust Fund to cover any remaining shortfall and will report the total amount of any shortfall to the Council.

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 07*, 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

## **Annex B**

### **OUTLINE OF ISSUE NOTES TO BE PRESENTED TO HIGH LEVEL ROUNDTABLES**

#### **PANEL 1 - OPPORTUNITIES AND CHALLENGES FOR THE GEF AS A FINANCIAL MECHANISM FOR THE MULTILATERAL ENVIRONMENTAL AGREEMENTS; REGIONAL PERSPECTIVES**

1. Integration and synergies across conventions
2. Emerging global environmental issues, e.g. adaptation
3. Regional priorities for implementing convention guidance, and GEF's role in helping to meet these priorities
4. Knowledge management – feeding lessons learned from GEF activities into future guidance
5. Additional responsibility of financial mechanisms – supporting new conventions and balancing increasing demands

#### **PANEL 2 - SUSTAINABLE DEVELOPMENT, ECONOMIC GROWTH AND THE GLOBAL ENVIRONMENT**

1. Nexus between development and environment – Millennium Development Goals and Multilateral Environmental Agreements
2. Creating an enabling environment
3. Working with local communities
4. Private sector role and contributions, including market transformation
5. Technology transfer and deployment

#### **PANEL 3 - ENHANCING RESULTS AND IMPACTS AT THE COUNTRY LEVEL**

1. Country coordination and mainstreaming – identifying linkages
2. Capacity building to manage global environmental challenges
3. Knowledge management – capturing learning and disseminating lessons learned including monitoring and evaluation, science and technology
4. Strengthening GEF country partnerships – civil society groups
5. Harmonization of GEF assistance and other financial assistance to countries

## Annex C

### PROVISIONAL TIMETABLE FOR GEF THIRD ASSEMBLY

*Tuesday, August 29, 2006*

*Morning Session*

9:00 – 10:30	Agenda Item 1	Opening Ceremony <ul style="list-style-type: none"><li>• Welcoming address by the host Government</li><li>• Welcoming address by the CEO/Chairman of the Facility</li><li>• Statements by five regional representatives of GEF Participant Countries</li></ul>
10:30 – 11:00	Agenda Item 2 Agenda Item 3 Agenda Item 4	Election of the Chair Election of the Vice Chairs Adoption of the agenda and organization of work
11:00 - 12:30	Agenda Item 5  Agenda Item 6 Agenda Item 7 Agenda Item 8  Agenda Item 9  Agenda Item 10 Agenda Item 11	Statements by the Heads of the Implementing Agencies Statement by STAP Statement by GEF Office of Evaluation Statements by the Representatives of the Conventions Statements by the Heads of the Executing Agencies Statement by the UNCSD Statement by a representative of NGOs
12:30 – 13:00	Agenda Item 12	Amendment of the Instrument
13:00 – 14:00		Lunch Break

*Afternoon Session*

14:00 – 18:00	Agenda Item 13	High level roundtables with participation by ministers and other heads of delegation
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***Wednesday, August 30, 2006***

*Morning Session*

09:00 – 09:15	Agenda Item 14	Report on GEF membership
09:15 – 09:30	Agenda Item 15	Report on Credentials
09:30 – 09:45	Agenda Item 16	Report on the GEF Trust Fund
09:45 – 10:45	Agenda Item 17	Report on the Fourth Replenishment of the GEF Trust Fund
10:45 – 11:30	Agenda Item 18	Report of STAP
11:30 – 12:15	Agenda Item 19	Third Overall Performance Study of the GEF
12:15 – 13:00	Agenda Item 20	Summary of High-level Roundtable Discussions
13:00 – 15:00		Lunch Break

*Afternoon Session*

15:00 – 16:30		Meeting of Heads of Delegation to comment on draft summary of the Chair
16:30 – 18:00		Break
18:00 – 18:30	Agenda Item 21	Presentation of Chair's Summary
18:30 – 19:00	Agenda Item 22	Closing

## **Annex D**

### **PROPOSED LIST OF DOCUMENTS**

#### *Working Documents*

GEF/A.3/1	Provisional Agenda
GEF/A.3/2	Provisional Annotated Agenda
GEF/A.3/3	Proposed Amendments to the Instrument
GEF/A.3/4	Discussion Notes on Themes to be addressed by the High Level Roundtables
GEF/A.3/5	Report on Membership
GEF/A.3/6	Report on the GEF Trust Fund
GEF/A.3/7	Summary of Negotiations on the Fourth Replenishment of the GEF Trust Fund
GEF/A.3/8	Report on the work of STAP during GEF-3
GEF/A.3/9	Third Overall Performance Study of the GEF

#### *Information Documents*

GEF/A.3/Inf.1	Provisional List of Documents
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