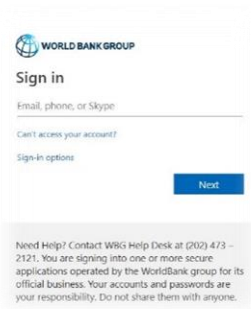


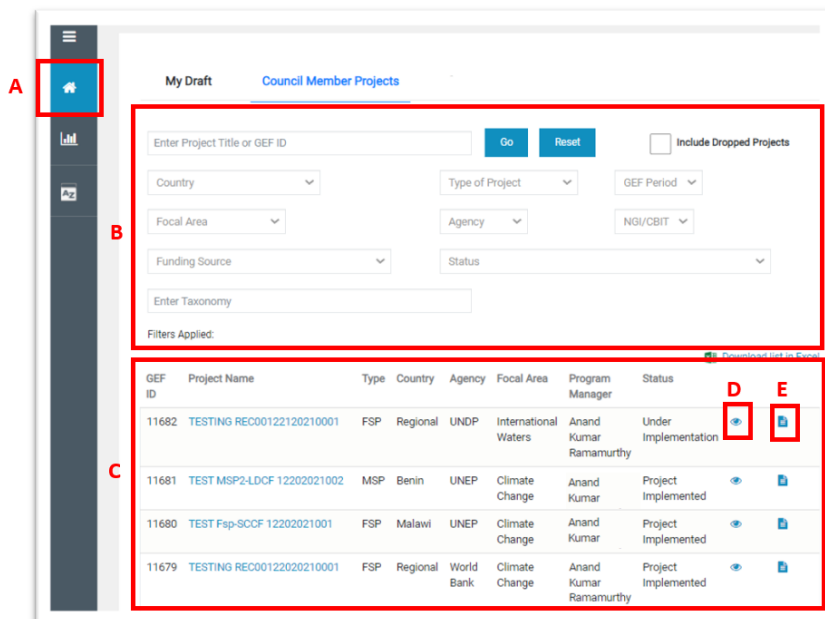
# GEF Portal – Council Member access

1. For the first time ONLY, go to the invitation Link sent in the invitation email

2. Enter your email address (the one where you have received the invitation email). IF REQUESTED, enter the password related to your email address (image on the right):



3. After a successful login you will be presented with the Council Member landing page:



A. Link to the Home – Focal Point Landing Page

B. Filter by: Select the appropriate drop down to filter the projects that appear

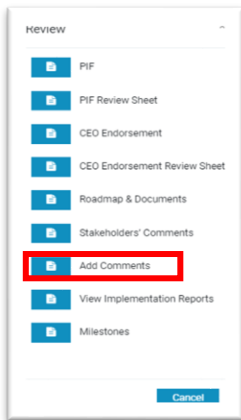
C. Table with projects related to the country of the Focal Point

D. When clicked it displays the PIF or CEO Approval on a new tab.

E. When clicked, opens review document list to review PIF form, CEO Endorsement form, Documents, and review sheets. It will also have the option to “Add Comments” (E.1.) as shown in the screenshot below.

**Note:** The option to “Add Comments” will display only for those projects (PIFs, PFDs and non-Expedited EA) that are part of the work program once it is posted. The option to “Add Comments” will not be available after one month of the work program being approved by the GEF Council.

## E.1. Add Comments for a project



When the user clicks on “**Add Comments**” option the following page will open. The Council Member or Alternate Council Member will be able to add a comment and submit or save it as draft for future submission.

The 'Add Comments' form includes the following fields: Category (Council or Alternate Council Member), Country/Constituency (Country/Constituency), Comment Date (1/18/2022), and Comment By (Priyanka Kamat). There are two text areas for 'Comment' and 'Confidential Comment', each with a rich text editor toolbar. At the bottom right, there are 'Cancel', 'Save Draft' (highlighted with a red box), and 'Submit' buttons.

If the comment is saved as draft the user can access the project on the **My Draft** tab

The 'My Draft' tab displays a table titled 'Council Member Projects'. The table has columns for GEF ID, Project Name, Type, Country, Agency, Focal Area, and Status. A red box highlights the 'My Draft' tab label.

GEF ID	Project Name	Type	Country	Agency	Focal Area	Status
11682	TESTING REC00122120210001	FSP	Regional	UNDP	International Waters	Under Implementation

Navigation: < Previous 1 Next >

## 4. Report's page:

The GEF Portal Reports page features a header with the GEF logo and 'GLOBAL ENVIRONMENT FACILITY INVESTING IN OUR PLANET', the 'GEF Portal' title, a search bar, and the user name 'Wanderson Batista Roldao'. The main content area is titled 'Reports' and contains a list of report options: 'PROJECT INFORMATION' (labeled D) and 'STAR Utilization Report' (labeled E). A dropdown menu for 'Phase' is set to 'GEF - 7' (labeled F). A 'Back' button is at the bottom left. Red boxes highlight: A (Home icon), B (Glossary icon), C (Report list), D (Project Information link), E (STAR Utilization Report link), F (Phase dropdown), and G (Download report icon).

- A. Link to the Reports Page
- B. Glossary of terms for the STAR Utilization Report
- C. List of reports by Phase
- D. Project Information report with all projects for the selected Phase
- E. STAR Utilization Report link to visualize the report online
- F. Select Phase: GEF – 6 or GEF – 7
- G. Link to download the reports to be opened as Excel Spreadsheet