



Global Environment Facility

GEF/C.19/13
April 15, 2002

GEF Council
May 13-14, 2002
Agenda Item 14

SECOND GEF ASSEMBLY

Recommended Council Decision

The Council, having reviewed document GEF/C.19/13, *Second GEF Assembly*,

- (a) welcomes the arrangements that are being made for the Assembly, and reiterates its appreciation to the Government of China for hosting the Assembly in Beijing in October 2002;
- (b) requests the CEO to notify GEF participating governments about the Assembly. Such notification should be sent to the political focal point of each GEF Participant with a request that the notification be transmitted to the Head of Government so that he/she may designate a minister or other high-level representative to attend the Assembly;
- (c) recommends to the Assembly that paragraph 5 of the Rules of Procedure be amended as proposed in the document;
- (d) approves the procedures for accreditation of NGOs to the GEF Assembly; and
- (e) approves the provisional agenda and proposed list of documents for the Assembly.

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INTRODUCTION

1. During its meeting in May 2000, the Council welcomed with appreciation and accepted the kind offer of the Government of China to host the second GEF Assembly in Beijing from October 16 – 18, 2002.
2. This note provides information on preparations for the second GEF Assembly and seeks the Council's approval of proposed actions, including transmittal of the Notification for the second GEF Assembly, NGO accreditation, the provisional agenda, and the provisional list of documents.

SCOPE OF MEETING

3. Paragraph 13 of the Instrument provides that the Assembly is to consist of Representatives of all Participants. Paragraph 14 of the Instrument provides that 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.
4. In addition to its formal mandate as defined in the Instrument, the Assembly provides a unique opportunity to promote:
 - (a) increased awareness and understanding of key global environmental challenges and the need for concerted activities in order to address those challenges;
 - (b) strengthened ownership of all states in the GEF and in their constituencies. In this regard, the Assembly provides an excellent opportunity to facilitate constituency-based consultations;
 - (c) greater understanding of the procedures of the GEF and its usefulness in assisting countries to contribute to the achievement of global environment benefits; and
 - (d) sharing of the experience of the GEF at the operational level in undertaking measures to protect and manage the global environment.

ATTENDANCE

5. Currently, there are 171 governments participating in the GEF. The Instrument provides that each participating governments is to appoint one Representative and one Alternate to the Assembly. Consistent with the practice of the GEF Council, each Representative may also be accompanied in the plenary meeting room by two advisors. The physical configuration of the plenary meeting room requires that the number of advisors in the plenary room be limited to two at any one time.
6. Recognizing that the Assembly is a unique opportunity for all GEF participating governments to exchange views on the policies and operations of the GEF, governments are encouraged to send Ministerial or high-level representatives familiar with the GEF, in particular with GEF-financed activities in their own countries.
7. A copy of a draft letter notifying GEF participating governments about the Assembly is attached at Annex A. The Council is invited to review and comment on the draft text. The formal notification will be transmitted shortly after the Council meeting. As was agreed for purposes of the first Assembly, it is proposed that the Notification be sent to the political focal point of each GEF Participant with a request that the notification be transmitted to the Head of Government so that he/she may designate the minister or other high-level representative to attend the Assembly.
8. In accordance with rule 6 of the Rules of Procedure, the credentials of Representatives and the names of Alternates and advisors are to be submitted to the CEO no less than three days before the first session of the Assembly that they are to attend. The Bureau is to examine the credentials and submit a report thereon to the Assembly.
9. In the Assembly budget, provision is made for the GEF to finance the travel and subsistence costs of one representative from each recipient country and two representatives from the least developed countries and small island developing states.

Amendments to the Rules of Procedures

10. At its first meeting, the Assembly adopted the Rules of Procedure for the GEF Assembly. Paragraph 5 of the rules provides for representatives of Implementing Agencies, the Trustee, STAP, Conventions, NGOs and others to be invited to the Assembly. Since the first Assembly, a number of organizations have strengthened their collaboration with the GEF, particularly the executing agencies operating under expanded opportunities. In view of this, it is proposed that Rule 5 be amended to reflect these changes as well as to provide flexibility to the CEO to invite other representatives to the Assembly with the agreement of the Council.
11. The Council is invited to recommend to the Assembly that it agree to revise rule 5 of the Rules of Procedure for the GEF Assembly to read as follows:

“5. Representatives of the following shall be invited to the Assembly meetings:

- a. Implementing Agencies,
- b. Executing Agencies operating under expanded opportunities,
- c. Trustee,
- d. STAP,
- e. Convention on Biological Diversity,
- f. United Nations Framework Convention on Climate Change,
- g. Stockholm Convention on Persistent Organic Pollutants,
- h. United Nations Convention to Combat Desertification,
- i. Montreal Protocol on Substances that Deplete the Ozone Layer and its Multilateral Fund,
- j. United Nations Commission on Sustainable Development,
- k. United Nations Specialized Agencies that have participated in GEF projects,
- l. Other funding organizations, including bilateral development agencies, that have participated in GEF projects, and
- m. Accredited NGOs, including representatives of major groups as described in Section III of Agenda 21.

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

12. If the Council agrees with this proposed revision to the Rules of Procedure for the Assembly and recommends its approval by the Assembly. The CEO will invite representatives from those listed above to the Second Assembly.

Accreditation of NGOs

13. GEF Council has approved procedures for accreditation of NGOs to the GEF. Accredited NGOs are regularly sent GEF documentation and notification of GEF Council meetings and NGO consultations. An NGO consultation among representatives of GEF-accredited NGOs will be organized in Beijing on October 13, 2002, in connection with the Council meeting. GEF accredited NGOs are clearly eligible to attend the Assembly under the rules of procedure.

14. Experience from the first Assembly showed that a number of NGOs not accredited to the GEF were interested in attending the Assembly due to the scope and broad-based participation of government representatives. For purposes of the first Assembly, the Council approved special procedures for accrediting NGOs to the first Assembly. Implementing those procedures was quite successful at the first Assembly, and Council is invited to confirm that those procedures should be followed in accrediting NGOs to the second and subsequent Assembly meetings. Annex B presents the proposed procedures to be followed in accrediting NGOs to the Assembly meeting.

LOCATION AND TIMING

15. The Second GEF Assembly and associated meetings will be held in Beijing, China, from October 13- 18, 2002. The Assembly will be preceded by a Council meeting. The principal focus of the Council meeting will be to review the documentation prepared for the Assembly and to agree upon recommendations and proposals it agrees to present to the Assembly. The following is the proposed schedule of meetings:

October 13, 2002	NGO Consultations
October 14 – 15, 2002	GEF Council Meeting
October 16 – 18, 2002	Second GEF Assembly

AGENDA AND DOCUMENTATION

16. A provisional agenda and a proposed list of documents for the Assembly is proposed at Annex C to this note for Council's review and comment. Documentation for the Assembly is to be disseminated at least six weeks before the start of the meeting (September 4, 2002).

STRUCTURE OF THE ASSEMBLY

17. It is proposed that the three-day Assembly combine plenary meetings and opportunities for constituency meetings, workshops, panel presentations and smaller information discussions. All items on the agenda will be addressed in plenary sessions, which will be held each of the three days of the Assembly.

BUREAU OF THE ASSEMBLY

18. 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.

19. 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

20. The Assembly will be convened at a ministerial level, and Ministers and heads of delegation will be invited to address the Assembly. Ministers and other Representatives are invited to focus their statements on a presentation of the countries' views on the items on the agenda, and in particular, on the CEO/Chairman's report on the policies, operations and future development of the GEF.

21. In view of time constraints, statements will be limited to 5 minutes. Each delegation is also requested to submit to the Secretariat a written copy of its statement by October 1, 2002, to facilitate circulation to all delegations. The written statement may be longer than the oral statement. After the Assembly, the GEF Secretariat will publish the proceedings of the Assembly which will include the text of all written statements received by the Secretariat. Statements by Ministers and other heads of delegation will begin on October 16 and continue through October 17. A speakers list will be opened by the Secretariat on October 14, 2002.

AMENDMENT OF THE INSTRUMENT

22. Paragraph 34 of the Instrument provides for an amendment of the Instrument to be approved by consensus by the Assembly upon the recommendation of the Council, after taking into account the views of the Implementing Agencies and the Trustee. An amendment shall become effective after adoption by the Implementing Agencies and the Trustee in accordance with their respective rules and procedural requirements.

23. At its meeting in December 2001, the Council requested the Secretariat to prepare proposed textual amendments to the Instrument for Council consideration with a view to the Council recommending approval of such amendments by the Assembly at its meeting in October 2002.

24. Document GEF/C.19/14 proposes amendment of the Instrument to address two matters:

- (a) designation of land degradation, primarily desertification and deforestation, as a GEF focal area, as a means of enhancing GEF support for the successful implementation of the UN Convention to Combat Desertification;
- (b) designation of Persistent Organic Pollutants or Integrated Chemicals Management as a GEF focal area and confirmation of the availability of the GEF to serve as an entity entrusted with the operation of the financial mechanism of the Stockholm Convention on Persistent Organic Pollutants.

25. The Council is invited to consider the proposed amendments and to recommend to the Assembly any amendments that it considers should be approved by the Assembly. Amendments approved by the Assembly will be appended to the Chair's summary and will be submitted to the Implementing Agencies and the Trustee for adoption in accordance with their respective rules and procedural requirements.

ROUNDTABLE OF MINISTERS AND OTHER HIGH-LEVEL HEADS OF DELEGATION

26. A roundtable of the Ministers and other heads of delegation will be organized during the morning of October 18. This roundtable will be opened to Ministers or heads of delegation and one advisor per delegation. The roundtable will provide an opportunity for heads of delegation to reflect upon emerging points of consensus from the delegation statements and general debate. It is expected that the roundtable-type format will provide a setting in which the Chair, Co-Chairs and the heads of delegation can more readily exchange views. These discussion will assist the Chair and Co-Chairs in preparing the Chair's summary of the Assembly, which will be submitted to the plenary of the Assembly for endorsement.

STATEMENT OF THE ASSEMBLY'S CONCLUSIONS

27. As noted above, the Chair and Co-Chairs will prepare, for endorsement by the Assembly, 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. The Chair's summary and the Assembly's recommendations will be a public document.

28. The Council, in its meeting preceding the Assembly, will prepare for consideration by the Assembly its recommendations on the matters to be considered by the Assembly. It is also expected that the conclusions will take into account the report of CEO/Chairman on future development of the GEF, the report on the third replenishment of the GEF Trust Fund, the report on the Second Overall Performance Study of GEF and other studies before the Assembly meeting.

PANELS, WORKSHOPS AND SEMINARS

29. Panels, workshops and seminars will be organized in parallel with the plenary sessions. The Secretariat proposes to solicit views from a wide audience on ideas and themes for workshops and seminars. Work undertaken by the GEF for purposes of the World Summit on Sustainable Development will also be presented to the Assembly through seminars and workshops at the Assembly.

30. It is proposed that the following high level panels be organized:

- (a) Panel organized by the Government of China
- (b) Panel of Eminent Persons on Global Environment and Sustainable Development
- (c) Panel of Heads of Implementing and Executing Agencies on integrating global environment and sustainable development
- (d) Panel on Parliamentarians and the Global Environment
- (e) Panel on Science and the Global Environment (organized by STAP)

- (f) Panel organized by NGOs

EXHIBITION, PUBLICATIONS AND OUTREACH

31. 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. The second Assembly also offers a chance to showcase GEF's work and achievements together with the work and achievements of its partners. This will be achieved through the panels, workshops and seminars, field visits to GEF projects as well as an exhibition. It is expected that exhibits will be organized by the Implementing Agencies, STAP, Conventions, Executing Agencies, GEF Projects from five regions, Small Grant Program, and NGOs. The exhibit will also be opened to governments, private sector, multilateral and bilateral organizations, and others interested in the global environment.

32. The outreach effort for the Assembly will be assisted by the production of a video, media coverage and publications. A special publication, based to a large extent on the preparatory work and panels that were undertaken as part of GEF's contributions to the World Summit on Sustainable Development, will be published for dissemination at the Assembly.



Global Environment Facility

The *Instrument for the Establishment of the Restructured Global Environment Facility* (GEF) provides that the GEF is to have an Assembly, a Council and a Secretariat. Paragraph 13 of the Instrument further provides that the Assembly is to consist of Representatives of all Participants (currently 171 states) and shall meet once every three years.

I now have the honor to notify you that the second GEF Assembly will be held in Beijing at the kind invitation of the Government of China from October 16 – 18, 2002, and to invite your Government to nominate its Representative, Alternate, and advisors who will attend the meeting. The Instrument provides that each Participant state may appoint one Representative and one Alternate to the Assembly in such manner as it may determine.

Recognizing that the Assembly is a unique opportunity for all GEF participating governments to exchange views on the policies and operations of the GEF, governments are urged to designate Ministerial or high-level representatives familiar with the GEF, in particular with GEF-financed activities in their own countries.

A provisional agenda for the Assembly is attached to this notification. Also enclosed is a registration form for your Representative, Alternate, and advisors that we request be completed and returned to the conference organizer, Congrex, no later than August 15, 2002.

A program of workshops, seminars, and field visits will be organized during the Assembly. More detailed information will be sent to you separately. A note on logistical arrangements, including hotel information, will also be sent to you shortly.

I look forward with pleasure to working with your Representative in making this GEF Assembly a success.

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ANNEX B: PROCEDURES FOR ACCREDITING NGOS

1. All NGOs accredited to the GEF may observe the Assembly.
2. In addition, NGOs wishing to observe the Assembly should write to the Secretariat as well as GEF/NGO coordinator by **September 1, 2002**, expressing their interest in being invited to the Assembly. All such letters must be signed by the Chief Executive Officer or an authorized senior official of the NGO, and must be accompanied by information on the organization's competence and relevance to the work of the Assembly. Such information should include, *inter alia*, the following information:
 - (a) the purpose of the organization, its date of establishment, the location of its principal office, and the country or countries in which it is active;
 - (b) information as to the programs and activities of the organization in areas relevant to the GEF, and in which country(ies) they are carried out;
 - (c) in respect of membership organizations, a description of its membership, indicating total numbers and their geographical distribution.
3. A list of all NGOs invited to observe the Assembly will be circulated to all Participants on the first day of the Assembly meeting.
4. NGOs invited to observe the Assembly will be able to observe Assembly sessions in accordance with the Assembly's rules of procedure.
5. NGOs at their own expense may make available, through the Secretariat, written material.

ANNEX C: PROVISIONAL AGENDA

1. Opening Session
 - a) Welcoming address by the host Government
 - b) Welcoming address by the CEO/Chairman of the Facility
 - c) Statement by the Heads of Implementing Agencies
2. Election of the Chairperson of the Assembly
3. Election of Vice-Chairs
4. Amendment of the Rules of Procedures
5. Adoption of the agenda
6. Organization of work
7. Statement by STAP
8. Statements by the Representatives of Conventions
 - a) Statement by the Executive Secretary of the Convention on Biological Diversity
 - b) Statement by the Executive Secretary of the UN Framework Convention on Climate Change
 - c) Statement by the Executive Secretary of the Stockholm Convention on Persistent Organic Pollutants
 - d) Statement by the Executive Secretary of the UN Convention to Combat Desertification
 - e) Statement by the Executive Secretary of the Montreal Protocol on Substances that Deplete the Ozone Layer and its Multilateral Fund
9. Statement by a Representative of the Executing Agencies collaborating under expanded opportunities
10. Statement by the UN Commission on Sustainable Development
11. Statement by a Representative of Non-Governmental Organizations

12. Second Overall Performance Study of GEF
13. Policies, operations, and future development of the GEF – Report of the CEO/Chairman of the Facility
14. Statements by Representatives of GEF Participants
15. Status of GEF Trust Fund
16. Report on membership
17. Report on credentials
18. Amendment of the Instrument
19. Chair's Summary
20. Closing of the Assembly

ANNEX D: PROVISIONAL TIMETABLE

Wednesday, October 16, 2002

Morning Session

07:00 – 17:30	Registration
9:00 – 10:30	Welcoming address by the host Government Welcoming address by the CEO/Chairman of the Facility Statements by the Heads of the Implementing Agencies
10:30 – 11:00	Break
11:00 – 11:30	Election of the Chairperson of the Assembly Election of Vice-Chairs Amendments to the Rules of Procedure Adoption of the agenda Organization of work
11:30 – 12:30	Statements by Representatives of STAP, Conventions, Executing Agencies, CSD, and NGOs
12:30 – 13:00	Second overall performance study of the GEF
13:00 – 15:00	Luncheon followed by constituency meetings*

Afternoon Session

15:00 – 16:00	Policies, operations and future development of the GEF – Report of CEO/Chairman of the Facility
16:00- 19:00	Statements by Representatives of GEF Participants
20:00-21:30	Reception by the CEO / Chairman of the Facility and the Heads of Implementing Agencies

*These meeting are to be organized and chaired by the Council Members representing the GEF constituencies.

Thursday, October 17, 2002

Morning Session

08:00 – 17:30	Registration		
09:00 – 09:30	Status of GEF Trust Fund	09:00 – 19:00	Workshop and seminars
09:30 – 10:00	Report on membership Report on credentials	09:30 – 11:00	Panel organized by the Government of China
10:00 – 11 :00	Amendment of the GEF Instrument	11:30 – 13:00	Panel of eminent persons on global environment and sustainable development
11:00 – 13:00	Statements by Representatives of GEF Participants		

Afternoon Session

13:00 – 14:30	Luncheon followed by constituency meetings	15:30 – 17:00	Panel of heads of Implementing and Executing Agencies on integrating global environment and sustainable development
14:30 – 19:30	Statements by Representatives of GEF Participants	17:00 – 18:30	Panel of parliamentarians on the global environment

Friday, October 18, 2002

Morning Session

08:00 – 17:30	Registration		
09:00 – 13:00	Roundtable of Ministers and other Heads of delegations	09:00 – 13:00	Workshop and seminars
		09:00 – 10:30	Panel on science and the global environment
		11:00 – 12:30	Panel organized by NGOs

Afternoon Session

15:00 – 16:00	Chair's summary		
16:00 – 17:00	Break / press conference		

17:00 – 18:00 Closing of the Assembly ||