



# Global Environment Facility

GEF/C.25/Inf.5  
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GEF Council  
June 3-8, 2005

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

## **INTRODUCTION**

1. The purpose of this note is to provide the Council with initial proposals regarding the organization of the third GEF Assembly. The Council is also invited to approve, within the context of the GEF corporate budget, resources to cover the costs of Assembly related activities that are to be undertaken during FY06. This note also provides information on the activities to be financed with those resources.

### **Timing of the Assembly**

2. The first GEF Assembly was convened in Delhi, India, in March 1998. The second GEF Assembly was convened in Beijing, China, in October 2002.

3. The *Instrument for the Establishment of the Restructured GEF* provides that “the Assembly shall meet once every three years.” Nonetheless, for both the first and second Assemblies, the Council agreed that the Assembly should be linked with the completion of replenishment discussions and that it was therefore important for the GEF Assembly to be held after the completion of negotiations for the replenishment of the GEF Trust Fund. This has resulted in the Assembly being convened at four year intervals.

4. In November 2004, the Council reviewed proposed amendments of the Instrument to be submitted to the third GEF Assembly for review and approval. One of those amendments would provide for the Assembly to be convened after the conclusion of negotiations on each replenishment of the GEF Trust Fund or at such other frequency as the Council may decide, at a location agreed by the Council.

5. Negotiations on the fourth replenishment of the GEF Trust Fund are to be completed at the end of 2005. It is also clear that it would not be feasible to convene the third GEF Assembly in 2005.

6. The GEF Secretariat is proposing that the third GEF Assembly be convened in 2006, after completion of negotiations on the fourth replenishment of the GEF Trust Fund. Recognizing that a host government for the meeting has yet to be identified, it is recommended that the Assembly be convened in the second half of 2006 since it requires a minimum lead time of one year to prepare a meeting of the size and political importance of the Assembly. In seeking an appropriate date for the Assembly, the Secretariat will need to consult with the host Government once it is identified and will make every effort to avoid a conflict with other major international environmental events.

### **Organization of the Assembly**

7. The Secretariat will prepare a more detailed note on the organization of the Assembly for Council review and approval at its meeting in November 2005. At this stage it is proposed that the Assembly be organized in a manner similar to the first two Assemblies which were considered to have been highly successful. This would include convening the Assembly at a ministerial level, organizing a roundtable for heads of delegation to reflect upon emerging points

of consensus from the statements and general debate, and concluding the Assembly with the endorsement of a Statement of the Assembly that is based on the views expressed by delegations in their statements and during the roundtable. Panels, workshops and seminars on topics relevant to the mandate of the GEF will be organized in parallel with the plenary sessions.

### **Budget for the Assembly**

8. Costs for preparing and organizing the Assembly will be incurred over two fiscal years (FY06 and FY07). The Secretariat has included in document GEF/C.25/7, *Corporate Budget, FY06*, under the section on “special initiatives,” estimates for the resources required in FY06 to begin preparations for the Assembly (see Annex A to this note).

9. Resources approved by the Council for the financing of the Assembly will be kept in a separate multiyear account, and any resources remaining after the Assembly will be returned to the GEF Trust Fund. The Council will recall that in FY05, \$30,000 was approved to begin early preparations for the Assembly. However, since a host Government was not identified in the past year, these resources have not been used and they will be rolled over into the multiyear account for the Assembly.

10. Resources are required in FY06 to enable the Secretariat to initiate preparations for the Assembly. These costs include conference logistical services to initiate the planning and necessary administrative arrangements and reservations for the Assembly as well as the preparation of a Memorandum of Understanding between the host government and the GEF. Missions to the potential host government to evaluate proposed meeting venues, to organize hotels and other arrangements, to arrange for local conference support, and to carry out discussions on the Memorandum of Understanding will begin as soon as a host Government has been identified and confirmed by the Council.

11. The third Assembly provides a unique opportunity to communicate to a wider audience the importance of issues concerning the global environment as well as the goals and mandate of the GEF and to showcase GEF’s work and achievements together with the work and achievements of its partners. During this fiscal year a strategy will be developed as to how best to seize this opportunity, and efforts will be initiated to prepare the tools and material that will be identified in such a strategy.

12. The Secretariat is proposing to include 30% of the preliminary estimated costs of the Assembly as a special initiative under the FY06 budget. The remaining costs for the Assembly will be requested in FY07. In presenting the FY07 budget, a more precise estimate of the costs will be available since preparations should be well advanced.

### **Next Steps**

13. Governments participating in the GEF are invited to consider hosting the third GEF Assembly. Once an invitation has been received, the Secretariat will inform the Council and invite the Council to approve the location for the third GEF Assembly. Given the time required

to organize properly the Assembly, it is proposed that any invitation to host the Assembly be circulated to Council Members for decision by mail as soon as it is received by the Secretariat.

14. The Secretariat will report to the Council at its next meeting on the progress that has been achieved in planning the Assembly and will propose to the Council for its review and approval a more detailed proposal for the organization of the Assembly.

**ANNEX A: PRELIMINARY ESTIMATE OF GEF COSTS FOR THE THIRD GEF ASSEMBLY**

<b>Preliminary Estimate of GEF Costs for the Third GEF Assembly (in US\$)</b>		
		<b>Total</b>
<b>Personnel</b>		
Conference Coordinator	140,000	
Consultants	42,000	
Country Office Support (UNDP/World Bank)	30,000	
Subtotal		212,000
<b>Travel</b>		
Staff	550,000	
Participants	1,500,000	
NGOs	120,000	
Subtotal		2,170,000
<b>Press and Outreach</b>		
GEF Display	2,000	
Proceedings of Assembly	13,000	
Publications	30,000	
Outreach	24,000	
Subtotal		69,000
<b>Hospitality</b>		40,000
<b>Telecommunications</b>		
Phones, faxes, email		15,000
<b>Translation &amp; Interpretation Services</b>		
Translation	60,000	
Interpretation	168,700	
Subtotal		228,700
<b>General Operations Costs</b>		
Freight, General Supplies, Copying, Postage	78,000	78,000
<b>Subtotal</b>		<b>2,812,700</b>
Contingency (10%)		281,270
<b>Grand Total</b>		<b>3,093,970</b>