



Global Environment Facility

GEF/C.10/8/Add.1
October 31, 1997

GEF Council
November 4-6, 1997
Agenda Item 11

NOTE ON THE GEF ASSEMBLY

Recommended Council Decision

The Council, having reviewed document GEF/C.10/8 and GEF/C.10/8/Add.1, *Note on the GEF Assembly*, requests the CEO to proceed with preparations for the Assembly in accordance with the arrangements described in the note, and in particular the structure and timetable for the Assembly presented in Addendum 1. The Council approves the letter of notification proposed in annex A to the document, and requests the CEO to notify all Participants, through the Minister responsible for the political focal point in each country, of the Assembly meeting to be held in April 1998. The Council is in agreement with the provisional agenda and proposed rules of procedures for the Assembly, and requests the CEO to transmit them to the Assembly for final approval. The Council also approves the preparation of the documentation described in the proposed list of documents, and the procedures for accrediting NGOs to the Assembly meeting.

The Council approves the proposed budget for the Assembly presented in GEF/C.10/8/Add.1 as an addendum to the *GEF Corporate Budget for FY98* that was approved at its Council meeting in April 1997.

INTRODUCTION

1. This revision to document GEF/C.10/8, *Note on the GEF Assembly*, is based on the CEO's consultations with Council Members and incorporates the initial feedback that he received on the proposals for the organization of the Assembly sessions that are presented in that document. The revision proposes a new organization of work, includes a clearer allocation of time for statements by Ministers and other heads of delegation, and elaborates upon the statement of the Assembly's conclusions. A revised budget has also been included.

Structure of the Assembly

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

Statements by Ministers or other high-level heads of delegation

3. Each delegation would be invited to submit to the Secretariat, for circulation to all delegations, a written statement of its views on the items on the agenda, and in particular on the CEO/Chairman's report on the policies and activities of the Facility and his recommendations on the future development of the GEF. Ministers and other heads of delegation would be invited to make an oral presentation of their country's views, which in view of time constraints, would be limited to 5 minutes. Statements by Ministers and other heads of delegation would begin on April 4 and continue through April 5.

Roundtable of Ministers and other high-level heads of delegation

4. A roundtable of the heads of delegation will be organized during the morning of April 6. 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 more open setting in which the Chair and the delegations can exchange views that will be reflected in the statement of the Assembly's conclusions to be prepared by the Chair and Co-Chairs for endorsement by the plenary.

Statement of

5. As r
Assembly,
expressed l
take into a

Co-Chairs will prepare, for endorsement by the
y's conclusions which will be based on the views
ements. It is expected that the conclusions will
overall performance of the GEF and the other

evaluation studies, the recommendations of the CEO/Chairman on the future development of the GEF, and the views of the Council on these documents. The Council, in its meeting preceding the Assembly, will prepare for consideration by the Assembly its views on the report on the overall performance and on the report of the CEO/Chairman.

Panels, Workshops and Seminars

6. Panels, workshops and seminars will be organized in parallel with the plenary sessions. Examples of current ideas for panels include: one to be organized by STAP to present strategic scientific reflections on the global environment; a second panel comprising eminent persons, to be selected in collaboration with the host Government, that will be invited to reflect upon the global environment and challenges ahead for the international community; and a third panel comprising representatives from the private sector to reflect upon issues concerning business and the global environment. The Secretariat proposes to solicit ideas from a wide audience (Council Members and Alternates, governments, international and bilateral organizations, NGOs, business) on ideas and themes for other panels, workshops and seminars. (For a fuller discussion of the panels, workshops and seminars, see paragraph 16 of document GEF/C.10/8.)

ANNEX E
(Revised)

TIMETABLE FOR THE ASSEMBLY

Monday, April 6, 1997

| | | |
|-------------|---|-------------------------------|
| 8:00-9:00 | Registration ¹ | |
| 9:00-10:30 | Opening Session Welcoming address by the host Government Welcoming address by the CEO/Chairperson of the Facility Statements by the Heads of the Implementing Agencies | |
| 10:30-11:00 | Break | |
| 11:00-12:00 | Election of Chairperson Adoption of the Rules of Procedure Adoption of the Agenda Organization of Work | |
| 12:00-12:30 | Statement on behalf of the Framework Convention on Climate Change Statement on behalf of the Convention on Biological Diversity Statement on behalf of STAP | |
| 12:30-2:30 | Constituency meetings (box lunches available) | |
| 2:30-3:30 | Presentation of Overall performance of the GEF and Lessons Learned | |
| 3:30-4:30 | Statement of the CEO/Chairman of the Facility on GEF Policies and Operations | |
| 4:30-7:00 | Statements by Heads of Delegation | 5:00-7:00 Workshops, Seminars |

¹ Registration for the Assembly will also be open on April 3-5, 1997.

Tuesday, April 7, 1997

- 9:00-9:30 Status of GEF Trust Fund
- 9:30-10:00 Report on Membership
- 10:00-1:00 Statements by Heads of Delegation
- 1:00-3:00 Constituency Meetings (box lunches available)
- 3:00-7:00 Statements by Heads of Delegations

- 9:00-7:00 Workshops, Seminars including:
 - Panel Organized by STAP
 - Panel of Eminent Persons
 - Panel on the private sector
 - Panels/seminar/workshops organized by the Implementing Agencies, bilateral funding agencies, NGOs, and other interested stakeholders

Wednesday, April 8, 1997

- 9:00-1:00 Roundtable of Heads of Delegation
- 1:00-3:00 Lunch
- 3:00-4:00 Statement of the Assembly prepared by the Chair
- 4:00-5:00 Break/Press Conference
- 5:00-6:00 Closing of the Assembly

- 9:00-1:00 Workshops, Seminars

ANNEX F
(Revised)

BUDGET

ESTIMATED GEF COSTS FOR GEF ASSEMBLY AND ASSOCIATED MEETINGS
(IN US\$ THOUSANDS)

| | Dates (m/d) | GEF Council/ NGO Cons. | GEF Assembly | Total |
|---|----------------|------------------------------|-----------------|-------|
| Rental of Facilities*: | | | | |
| Hall 3, Hall 4, Lounge, Conf. Room A, Furnished Offices x 10, Conf. Room, Entrance/Exhibit Area, Dining Hall, Business Hall/ Areas for Refreshments | | | | |
| Subtotal | | 13,200 | | |
| Audio Visual Services and Eqpt: | | | | |
| Microphones, Simultaneous Interpretation Eqpt, Video Recording | | | | |
| Subtotal | | 4,000 | 8,000 | |
| Technology Eqpt. & Services: | | | | |
| Data Communication Line (internet, etc), Personal Computers and Printers (rental) Photocopier Machines Reproduction Costs, Fax Machines (rental) | | | | |
| Subtotal | | 4,500 | 28,000 | |
| Travel | | | | |
| Recipient Country Participants | | | 470,000 | |
| Presenters; Special Invitees | | | 55,000 | |
| Conference Coordination Staff | | 59,000 | 130,000 | |
| Council Members (recipient countries) | | 20,000 | 19,000 | |
| NGOs | | 52,400 | 26,000 | |
| Subtotal | | 131,400 | 700,000 | |
| Miscellaneous: | | | | |
| Furniture (for offices), Local Transportation, Shipping (docs/ office supplies), Publications/Outreach, Security/Registration | | | | |
| Subtotal | | 5,000 | 52,000 | |

| Personnel: | Dates (m/d) | GEF Council/ NGO Cons. | GEF Assembly | Total |
|--|---------------------------|------------------------------|-----------------|-----------|
| Interpreters x 8 (Fees - Eng., Fr., Sp.), Travel & Subsistence | 03/30 - 04/08 4 months | 30,000 | 21,000 | |
| Logistical support | | | 50,000 | |
| Translation (Assembly documents) | | | 100,000 | |
| On-site translation (Fr., Sp.) | | | 10,000 | |
| Subtotal | | | 181,000 | |
| Hospitality: | | | | |
| Reception | | 30,000 | | |
| | | | 15,000 | |
| Telecommunications: | | | | |
| Phones, faxes, email | | | 10,000 | |
| Subtotal | | | | |
| Contingency (10%) | | 18,810 | 99,400 | |
| Grand Total | | 206,910 | 1,093,400 | 1,300,310 |

*Negotiations are underway with the Government of India to obtain these facilities at the preferential Government rate.