



# Global Environment Facility

GEF/C.10/8  
October 3, 1997

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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, *Notes on the GEF Assembly*, requests the CEO to proceed with preparations for the Assembly in accordance with the arrangements described in the note. 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 as an addendum to the *GEF Corporate Budget for FY98* that was approved at its Council meeting in April 1988.

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## **SCOPE OF MEETING{ TC "SCOPE OF MEETING" \F C \L "1" }**

1. The Instrument provides that the Assembly, comprised of representatives of all Participants, is to meet once every three years. The primary purpose of the Assembly, as defined by the Instrument, is to review the general policies of the GEF and to review and evaluate the operation of the GEF on the basis of reports submitted by the Council.
2. 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 particular for those who have not yet participated in a Council meeting. 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 environmental 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{ TC "ATTENDANCE" \F C \L "1" }**

3. At present there are 160 governments participating in the GEF. The Instrument provides that each participating government 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 within the meeting room be limited to two. The proceedings of the plenary will be transmitted by video to other meeting rooms for other members of national delegations.
4. 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.
5. A copy of a draft letter notifying GEF participating governments about the Assembly is attached as 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.

6. In addition to the GEF participating governments, the following will also be invited to send representatives to the Assembly:

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

#### **NGOs{TC "NGOs" \FC \L "1" }**

7. The 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 will be organized in New Delhi on March 31, in connection with the Council meeting.

8. It is proposed that in addition to the NGOs that are already accredited to the GEF, procedures be approved that would provide for the accreditation of NGOs that are interested in attending the Assembly. NGOs are intended to include representatives of the nine major groups identified in Agenda 21: women; youth; indigenous peoples; non-governmental organizations; local authorities; trade unions; business and industry; scientific and technological community; and farmers. Rules for determining access of NGOs to the plenary meetings are presented in the draft rules of procedures. NGOs are also likely to be interested in participating in workshops, seminars and other informal meetings associated with the Assembly. NGOs may also wish to organize some workshops and seminars. Annex B proposes procedures to be followed in accrediting NGOs to the Assembly meeting.

#### **LOCATION AND TIMING{TC "LOCATION AND TIMING" \FC \L "1" }**

9. The GEF Assembly and associated meetings will be held in New Delhi, India, from March 30, through April 8, 1998, both inclusive. The proposed schedule of meetings is as follows:

March 30	NGO Planning Meeting
March 31	NGO Consultations
April 1-3	GEF Council Meeting
April 4-5	GEF Project Visits and other related activities
April 6-8	GEF Assembly

#### **AGENDA AND DOCUMENTATION{ TC "AGENDA AND DOCUMENTATION" \F C \L "1" }**

10. A provisional agenda and a proposed list of documents for the Assembly is proposed in annex C to this note.

#### **RULES OF PROCEDURE{ TC "RULES OF PROCEDURE" \F C \L "1" }**

11. Draft rules of procedure proposed for adoption by the Assembly are set forth in Annex D. These rules are based on the rules of procedure of the Council. The Council is invited to review and comment on the rules.

#### **STRUCTURE OF THE ASSEMBLY{ TC "STRUCTURE OF THE ASSEMBLY" \F C \L "1" }**

12. 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.

13. Two panels will be organized within the context of the plenary sessions. One panel will be organized by STAP and will promote a discussion of strategic scientific reflections on the global environment. Another panel comprising eminent persons, to be selected in collaboration with the host Government, will be invited to reflect upon the global environment and challenges ahead for the international community.

14. Remaining time will be used for constituency meetings, workshops, seminars and informal discussions.

15. It is proposed that each Council Member assume responsibility for organizing a meeting or meetings of his/her constituency. The constituency meetings will provide an opportunity for countries to discuss among themselves any issues of concern to the constituency, including communication among constituency members and

representation at Council meetings. It is suggested that it would also be interesting for the Council Member to invite a government or governments from the constituency to present its experience in implementing a GEF-financed project. Such a presentation would facilitate a concrete exchange of project experiences and lessons learned. Each constituency will determine how to organize its meetings, including whether its meetings are open or closed.

16. The Secretariat is exploring with the host Government the possibilities for organizing up to 10 parallel workshops/seminars/informal discussions during the afternoons of April 6 and 7. This time will provide an opportunity within a smaller, more focused group to, for example reflect upon focal-area specific issues, explain the role of the GEF, highlight project experience -including some regional and global projects, and provide information on accessing GEF funding. GEF partners and other interested stakeholders, including Implementing Agencies, bilateral funding agencies, NGOs and the private sector, will be invited to organize presentations. It is also proposed that a number of roundtables or workshops be organized during the weekend between the Council meeting and the Assembly. Visits to GEF-financed projects may also be arranged for participants during this weekend.

17. A tentative timetable for the Assembly is presented in Annex E.

#### **BUDGET FOR THE ASSEMBLY{ TC "BUDGET FOR THE ASSEMBLY" \F C \L "1" }**

18. A supplementary budget to the FY98 GEF corporate budget to cover the costs of the Assembly is presented in Annex F. The Council is invited to review the proposal with a view to approving it.

19. Costs incurred as a result of holding the meeting in New Delhi are to be shared between the GEF and Government of India, the host government. Negotiations between the Secretariat and the Government of India on the arrangements for the Assembly are well advanced, and the proposed budget takes into account the services and activities that the government has agreed to finance.

#### **COUNCIL'S PREPARATION OF THE ASSEMBLY{ TC "COUNCIL'S PREPARATION OF THE ASSEMBLY" \F C \L "1" }**

20. The Council, assisted by the Secretariat, will be responsible for preparing the Assembly. The following preparations will be undertaken by the Council:

##### **Council meeting - April 1997**

Approved note on the Assembly, including substantive agenda items.



### **Council meeting - November 1997**

*Council will review:*

- (a) Provisional agenda
- (b) Proposed rules of procedure
- (c) Budget (to be approved by the Council)
- (d) Status report on the preparation of the studies on GEF overall performance and lessons learned.

### **Council meeting - April 1-3, 1998, New Delhi**

*Council will:*

- (a) Finalize provisional agenda, if necessary
- (b) Finalize proposed rules of procedure, if necessary
- (c) Review documentation prepared for the Assembly and prepare draft recommendations/decisions

**ANNEX A{ TC "ANNEX A" \F C \L "1" }**

**DRAFT NOTIFICATION OF GEF ASSEMBLY{ TC "DRAFT NOTIFICATION OF GEF ASSEMBLY" \F C \L "1" }**

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 161 states) and shall meet once every three years.

I now have the honor to notify you that the first GEF Assembly will be held in New Delhi at the kind invitation of the Government of India from April 6 to 8, 1998, 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 encouraged 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 would request be completed and returned to the GEF Secretariat no later than 15 February 1998.

A program of workshops, seminars and field visits will be organized on April 4 and 5 as well as 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 first GEF Assembly a success.

Mohamed T. El-Ashry  
CEO/Chairman of the Facility

**ANNEX B{ TC "ANNEX B" \F C \L "1" }**

**PROCEDURES FOR ACCREDITING NGOS{ TC "PROCEDURES FOR ACCREDITING NGOS" \F C \L "1" }**

1. All NGOs accredited to the GEF may observe the Assembly.
2. In addition, NGOs interested in the goals and objectives of the Assembly may be invited by the CEO to observe the Assembly. NGOs wishing to observe the Assembly should write to the Secretariat by March 1, 1998, 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.
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 attend Assembly sessions in accordance with the Assembly's rules of procedure. Since the number of NGO representatives admitted to the plenary sessions will be limited, the NGOs will self-select who will represent them, taking into account an interest in a broad-based geographic representation, a balance among international, national and local (including indigenous communities) representation as well as a wide representation of views and expertise.
5. NGOs at their own expense may make available, through the Secretariat, written material.

**ANNEX C{TC "ANNEX C" \FC \L "1" }**

**PROPOSED AGENDA AND LIST OF DOCUMENTS{TC "PROPOSED AGENDA AND LIST OF DOCUMENTS" \FC \L "1" }**

**PROVISIONAL AGENDA{TC "PROVISIONAL AGENDA" \FC \L "2" }**

1. Opening of the session:
  - (a) Welcoming address by the host Government
  - (b) Statement by the CEO/Chairperson of the Facility
  - (c) Statements by the Heads of the Implementing Agencies
  - (d) Statement on behalf of the Convention on Biological Diversity and the Framework Convention on Climate Change
2. Election of the Chairperson of the Assembly
3. Adoption of the rules of procedure
4. Adoption of the agenda
5. Organization of work
6. Election of Vice-Chairs
7. Overview of the general policies and operations of the GEF (presented by CEO and Implementing Agencies)
8. Overall performance of the GEF
9. Lessons learned
10. Status of GEF Trust Fund
11. Overview report of the work of STAP
12. Report on Membership.
13. Chairperson's Summary
14. Closing of the Assembly

## **PROPOSED LIST OF DOCUMENTS{ TC "PROPOSED LIST OF DOCUMENTS" \F C \L "2" }**

1. Report of the CEO/Chairperson of the Facility - (a report to be prepared by the CEO in collaboration with the Implementing Agencies. It shall discuss the policies and activities of the Facility since the restructuring, and it shall include recommendations on the future development of the GEF. It shall also address the relationship of the GEF to the Biodiversity and Climate Change Conventions),
2. Study of GEF's overall performance - (a study of the accomplishments and overall performance of the GEF to be prepared by a team of experts contracted by the GEF Senior Monitoring and Evaluation Coordinator, and reviewed by an expert advisory panel),
3. Study of lessons learned - (a study of GEF pilot phase projects to identify factors that most often account for success or implementation problems, focused on three areas regarded as high priority by project managers and staff: stakeholder participation, coordination between local and national-level activities, and private sector involvement),
4. Project implementation reviews (1995, 1996, and 1997) - (at the request of the GEF Council, project implementation reviews are carried out annually by the Implementing Agencies and the GEF Secretariat to examine the status of GEF projects and to distill lessons learned from GEF programs and share them broadly),
5. Report on GEF Trust Fund - (a report to be prepared by the Trustee of the GEF Trust Fund that will include recently available Trust Fund financial statements and an up-dated Status of Commitment and Pledges to the Trust Fund),
6. Report by STAP on its work - (a report to be prepared by STAP describing its work ), and
7. Status of GEF membership (a list to be prepared by the Secretariat on the states participating in the GEF).

**ANNEX D{ TC "ANNEX D" \F C \L "1" }**

**DRAFT RULES OF PROCEDURE FOR THE ASSEMBLY  
OF THE GLOBAL ENVIRONMENT FACILITY{ TC "DRAFT RULES OF PROCEDURE FOR THE  
ASSEMBLY" \F C \L "1" }**

**SCOPE{ TC "SCOPE" \F C \L "2" }**

1. These rules of procedure shall apply to the conduct of business of the Assembly of the Global Environment Facility (GEF).

**DEFINITIONS{ TC "DEFINITIONS" \F C \L "2" }**

2. For the purposes of these rules:

- (a) "Instrument" means the *Instrument for the Establishment of the Restructured Global Environment Facility*, accepted by representatives of the States participating in the GEF at their meeting in Geneva, Switzerland, from March 14 to 16, 1994, and subsequently adopted by the Implementing Agencies.
- (b) "GEF" means the restructured Global Environment Facility established in accordance with, and for the purposes set forth in, the Instrument.
- (c) "Chair" means the Representative elected Chairperson by the Assembly for the duration of a meeting in accordance with paragraph 13 of the Instrument.
- (d) "CEO" means the Chief Executive Officer/Chairperson of the Facility appointed by the GEF Council in accordance with paragraph 21 of the Instrument.
- (e) "Trustee" means the International Bank for Reconstruction and Development (IBRD or World Bank) acting as Trustee of the GEF Trust Fund in accordance with paragraph 8 of the Instrument.
- (f) "Implementing Agencies" means the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), and the World Bank, in accordance with paragraph 22 of the Instrument.

- (g) "Secretariat" means the Secretariat of the GEF established in accordance with paragraph 21 of the Instrument.
- (h) "Participants" means States which have become Participants in the GEF in accordance with paragraph 7 of the Instrument.
- (i) "GEF Trust Fund" means the trust fund established in accordance with paragraph 8 of the Instrument.
- (j) "STAP" means the Scientific and Technical Advisory Panel established by UNEP in accordance with paragraph 24 of the Instrument.
- (k) "Attend" means that a representative shall be permitted to be present in the Assembly meeting room and, at the invitation of the Chair, may address the Assembly.
- (l) "Observe" means that a representative shall be permitted to observe the Assembly proceedings from a viewing room. At the invitation of the Chair, an observer may address the Assembly.
- (m) "Meeting" means any regular or special meeting of the Assembly.
- (n) "Session" means a period of a meeting.
- (o) "Major groups" means the nine major groups identified in Chapters 23-32 of Agenda 21.

**ASSEMBLY{ TC "ASSEMBLY" \f C \L "2" }**

**Attendance{ TC "Attendance" \f C \I "3" }**

*Paragraph 13 of the Instrument provides:*

The Assembly shall consist of Representatives of all Participants. ... Each Participant may appoint one Representative and one Alternate to the Assembly in such manner as it may determine. Each Representative and each Alternate shall serve until replaced.

3. Assembly meetings shall be open to accredited Representatives and Alternates of all Participants. Two advisors may accompany each Representative in the meeting room during any session. Other advisors may observe the sessions of the Assembly from a viewing room.

4. Assembly meetings shall be open to the CEO and his/her representatives.

5. Representatives of:

- (a) Implementing Agencies,
- (b) Trustee,
- (c) STAP,
- (d) Convention on Biological Diversity,
- (e) United Nations Framework Convention on Climate Change,
- (f) Montreal Protocol on Substances that Deplete the Ozone Layer and its Multilateral Fund,
- (g) United Nations Convention to Combat Desertification in those Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa,
- (h) United Nations Commission on Sustainable Development,
- (i) Regional Development Banks,
- (j) United Nations Specialized Agencies that have participated in GEF projects,
- (k) Other funding organizations, including bilateral development agencies, that have participated in GEF projects, and
- (l) accredited major groups,

shall be invited to the Assembly meetings. Four representatives from the organizations referred to in sub-paragraphs (a)-(e) may attend the Assembly sessions. Two representatives from the organizations referred to in sub-paragraphs (f)-(k) may attend the Assembly sessions. Eighteen representatives from accredited major groups may attend Assembly sessions. Other representatives at the Assembly may observe the sessions of the Assembly from a viewing room.

### **Credentials{ TC "Credentials" \f C \l "3" }**

6. The credentials of Representatives and the names of Alternates and advisors shall be submitted to the CEO not less than three days before the first session they are to attend. The Bureau shall examine the credentials and submit a report thereon to the Assembly.



### **Frequency{ TC "Frequency" \f C \I "3" }**

*Paragraph 13 of the Instrument provides:*

The Assembly shall meet once every three years.

7. The CEO shall give notice of the date of each Assembly not less than sixteen weeks prior to the date of such Assembly. Notice shall be conveyed to all those invited to the Assembly in accordance with paragraphs 3 to 5 above.

### **Agenda for Meetings{ TC "Agenda for Meetings" \f C \I "3" }**

8. A provisional agenda for each Assembly meeting shall be prepared by the CEO and approved by the Council. A copy of such provisional agenda, together with the notice of the meeting, shall be transmitted to all those invited to the meeting in accordance with paragraphs 3 to 5 of these rules.

9. Additions to the provisional agenda may be proposed to the CEO by any Participant and incorporated in the final agenda, provided that the Participant shall give notice thereof to the CEO not less than four weeks prior to the date fixed for the opening of the meeting. The CEO may also propose additions to the provisional agenda of the meeting. The final agenda for the meeting shall be transmitted by the CEO to all those invited to the meeting in accordance with paragraphs 3 to 5 of these rules three weeks prior to the dated fixed for the opening of the meeting.

10. The Assembly shall, at the beginning of each meeting, adopt the agenda for the meeting.

### **Transmittal of Documents{ TC "Transmittal of Documents" \f C \I "3" }**

11. The CEO shall transmit the documentation relating to items on the provisional agenda to all those invited to the meeting in accordance with paragraph 3 to 5 of these rules at least six weeks before the start of the meeting. The CEO shall transmit documentation relating to new items on a final provisional agenda at the time of transmitting that agenda.

### **Elections{ TC "Elections" \f C \I "3" }**

12. At the commencement of its meeting, the Assembly shall elect a Chair and two vice-Chairs from among the Representatives attending the meeting: 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. The Chair and vice-Chairs shall constitute the Bureau of the meeting.

13. The Chair shall decide on any special responsibilities of vice-Chairs.

14. The Chair shall serve in the meeting in that capacity, without the right to vote. The Alternate to the Representative elected Chair shall act for the Representative in the meeting. If the Chair finds it necessary to be absent during a session or any part thereof, he/she shall designate one of the vice-Chairs to take his/her place.

#### **Secretariat{ TC "Secretariat" \f C \I "3" }**

15. The CEO shall act in that capacity in all meetings of the Assembly and shall serve as an ex-officio member of the Bureau of the meeting. The CEO may authorize an official of the Secretariat to act in his place at meetings of the Assembly.

16. An official of the Secretariat designated by the CEO shall serve as Secretary of the Assembly.

#### **Languages{ TC "Languages" \f C \I "3" }**

17. Documentation for the Assembly will be made available in English, French and Spanish. Interventions shall be made at the Assembly meetings in either English, French or Spanish, and shall be interpreted into the other two languages.

#### **Conduct of Business{ TC "Conduct of Business" \f C \I "3" }**

18. The Chair shall preside over the meetings of the Assembly.

#### **Interventions{ TC "Interventions" \f C \I "3" }**

19. The Chair shall call upon Representatives in the order in which they indicate their desire to speak. The Chair may also, at his/her discretion, call upon representatives of organizations and groups listed in paragraph 5 to speak.

20. Debate shall be confined to the question before the Assembly, and the Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

21. With the consent of the Assembly, the Chair may limit the time allowed to speakers and the number of times a speaker may speak on any question.

### **Closure of list of speakers{ TC "Closure of list of speakers" \f C \I "3" }**

22. During the course of a debate, the Chair may announce the list of speakers and, with the consent of the Assembly, declare the list closed. When there are no more speakers on the list, the Chair shall declare the debate closed.

### **Decision of the Assembly{ TC "Decision of the Assembly" \f C \I "3" }**

*Paragraph 25(b) of the Instrument provides:*

Decisions of the Assembly ... shall be taken by consensus.

### **Proposed Recommendations of the Council{ TC "Proposed Recommendations of the Council" \f C \I "3" }**

23. The Council shall prepare for consideration by the Assembly its proposed recommendations and draft decisions concerning the issues under review by the Assembly.

### **Record of the Meeting{ TC "Record of the Meeting" \f C \I "3" }**

24. Before the end of each meeting, the Chair shall prepare, in consultation with the Bureau, and present a summary of the main discussions and conclusions of the meeting. Any recommendation/decision approved by the Assembly at a meeting shall be appended to the Chair's summary. The Chairs' summary and the Assembly's recommendations/decisions shall be a public document.

25. The Secretariat will arrange for sound recordings of the proceedings of each meeting. The sound recordings of the meetings of the Assembly shall be kept by the Secretariat.

### **Amendments to the Rules{ TC "Amendments to the Rules" \f C \I "3" }**

26. These rules may be amended by consensus of the Assembly.

### **Overriding Authority of the Instrument{ TC "Overriding Authority of the Instrument" \f C \I "3" }**

27. In the event of any conflict between any provision of these rules and any provision of the Instrument, the provisions of the Instrument shall prevail.

**ANNEX E{ TC "ANNEX E" \F C \L "1" }**

**TIMETABLE FOR THE ASSEMBLY{ TC "TIMETABLE FOR THE ASSEMBLY" \F C \L "1" }**

***Monday, April 6, 1997***

8:00-9:00	Registration <sup>1</sup>
9:00-11:00	Opening Session
11:00-12:00	Election of Chairperson Adoption of the Rules of Procedure Adoption of the Agenda Organization of Work
12:00-1:00	Presentations by CEO and Implementing Agencies of overview of the general policies and operations of the GEF
1:00-3:00	Constituency meetings (box lunches provided)
3:00-4:30	Presentation of Overall performance of the GEF and Lessons learned
4:30-6:30	Workshops, seminars

***Tuesday, April 7, 1997***

9:00-1:00	General debate and proposed recommendations/decisions
1:00-3:00	Constituency meetings (box lunches provided)
3:00-3:30	Report of STAP
3:30-5:00	Plenary Panel organized by STAP
5:00-6:30	Workshops, seminars

***Wednesday, April 8, 1997***

9:00-10:00	Status of GEF Trust Fund
10:00-10:30	Report on Membership
10:30-12:30	Plenary Panel - eminent persons

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

12:30-3:00	Lunch
3:00-5:00	Summary of the Chairperson, with recommendations/decisions attached
5:00	Closing of the Assembly

**ANNEX F{ TC "ANNEX F" \F C \L "1" }**

**BUDGET{ TC "BUDGET" \F C \L "1" }**

**ESTIMATED GEF COSTS FOR GEF ASSEMBLY AND ASSOCIATED MEETINGS{ TC "ESTIMATED GEF COSTS FOR GEF ASSEMBLY AND ASSOCIATED MEETINGS" \F C \L "2" } (IN US\$ THOUSANDS)**

	<b>Dates (m/d)</b>	<b>GEF Council/ NGO Cons.</b>	<b>GEF Assembly</b>	<b>Total</b>
<b>Rental of Facilities*:</b>				
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		<b>13,200</b>		
<b>Audio Visual Services and Eqpt:</b>				
Microphones, Simultaneous Interpretation Eqpt, Video Recording				
Subtotal		<b>4,000</b>	<b>8,000</b>	
<b>Technology Eqpt. &amp; Services:</b>				
Data Communication Line (internet, etc), Personal Computers and Printers (rental) Photocopier Machines Reproduction Costs, Fax Machines (rental)				
Subtotal		<b>4,500</b>	<b>28,000</b>	
<b>Travel</b>				
Recipient Country Participants (110)			470,000	
Presenters (9); Special Invitees (4)			55,000	
GEF Staff		59,000	310,000	
Council Members (recipient countries - 18)		20,000	19,000	
NGOs (add'l 12)		52,400	26,000	
Subtotal		<b>131,400</b>	<b>880,000</b>	
<b>Miscellaneous:</b>				
Furniture (for offices), Local Transportation, Shipping (docs/office supplies), Publications/ Outreach, Security/Registration				
Subtotal		<b>5,000</b>	<b>52,000</b>	

	<b>Dates (m/d)</b>	<b>GEF Council/ NGO Cons.</b>	<b>GEF Assembly</b>	<b>Total</b>
<b>Personnel:</b>				
Interpreters x 8 (Fees - Eng., Fr., Sp.), Travel & Subsistence	03/30 - 04/08	30,000	21,000	
Logistical support	4 months		50,000	
Translation (Assembly documents)			100,000	
On-site translation (Fr., Sp.)			10,000	
Subtotal		<b>30,000</b>	<b>181,000</b>	
<b>Hospitality:</b>				
Reception			<b>15,000</b>	
<b>Telecommunications:</b>				
Phones, faxes. email			<b>10,000</b>	
<b>Subtotal</b>		<b>188,100</b>	<b>1,174,000</b>	
Contingency (10%)		18,810	117,400	
<b>Grand Total</b>		<b>206,910</b>	<b>1,291,400</b>	<b>1,498,310</b>

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

## **FACILITIES TO BE PROVIDED BY THE GOVERNMENT OF INDIA{ TC "FACILITIES TO BE PROVIDED BY THE GOVERNMENT OF INDIA" \F C \L "2" }**

1. As agreed in early July, GEF will cover all costs associated with the Council and NGO Consultation preceding the Assembly. The Government of India will provide, and cover the cost of, the following Assembly (April 6 - 8) requirements:

### **Rental of facilities**

2. The entire Vigyan Bhavan complex for use during normal working hours and beyond as required.

### **Audio Visual Services and Equipment already available in the complex.**

3. (including microphones, interpretation equipment, slide projectors and screens, overhead projectors, LCD Display Projectors/Panels, tape recording).

### **Local Transportation**

4. Shuttle buses to and from the airport, between the hotels and the Conference Center, lunches and official social events.

### **Airport Arrangements**

5. Airport assistance will be required between April 2/3 and April 9/10 in accordance with hotel arrival and departure projections. There should be a staffed reception desk at the airport for Assembly participants.

### **Personnel**

6. GOI will hire local personnel required for servicing the meeting (i.e. registration clerks, messengers, secretaries, conference clerks, travel assistants, technicians for operating and maintaining equipment, and any other essential service personnel). It is anticipated that personnel will be required two days before the Assembly and two days following for assembling and dismantling.

### **Furniture and Equipment**

7. Desks, chairs and tables as required for offices, registration, and other areas; racks for documents distribution (about 200 pigeon holes); directional and door signs, participants' and head table nameplates, message boards.

### **Project and Site Visits**



8. Local arrangements for site visits, e.g. to GEF projects.

**Security and Protocol, Emergency and Medical Services**

9. As required for international meetings