



**Global Environment Facility**

GEF/C.17/10  
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GEF Council  
May 9-11, 2001  
Agenda Item 11

**NOTE ON THE SECOND GEF ASSEMBLY  
AND ASSOCIATED MEETINGS**

### **Recommended Council Decision**

The Council reiterated its sincere appreciation for the generous offer of the Government of China to host the second GEF Assembly in Beijing in October 2002. The Council approves the organization and structure of the Assembly proposed in the Note on the Second GEF Assembly, document GEF/C.17/10. In this regard, the Council also approves the proposed budget for FY02 to continue preparations for the Assembly and requests that these costs be incorporated in the GEF Secretariat's corporate budget for FY02. The Council also takes note of the tentative estimate of costs to be incurred in FY03 for the convening of the Assembly and requests the Secretariat to include these costs in the corporate budget for FY03 to be submitted for approval by the Council at its meeting in April 2002.

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## I. INTRODUCTION

1. During its meeting in May 2000, the Council considered the timing of the second GEF Assembly and agreed, "that the Assembly should be linked with the completion of replenishment discussions and that it would therefore be important for the forthcoming GEF Assembly to be held after the completion of negotiations for the third replenishment of the GEF Trust Fund. The Council also concluded that it would be useful for the Assembly to be held after the convening of the Rio+10 conference to allow the Assembly to take into account the results and new directions agreed to by the conference."
2. The Council also 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.
3. The GEF Secretariat has followed up on the decision of the Council and the generous offer of the Government of China by initiating preliminary discussions with the host government on the organization of the Assembly. The purpose of this note is to inform the Council of the initial conclusions of those discussions and the steps that the Secretariat will be taking to continue the organization of the second Assembly during the next two fiscal years. The Council's approval is sought for the resources that will be needed to cover the costs of the activities that are to be undertaken during FY02 and FY03.

## II. COUNCIL AND NGO CONSULTATION, OCTOBER 2002

4. The Assembly will be preceded by an NGO consultation on October 13, 2002, and a Council meeting in Beijing on October 14 and 15. The principal focus of the Council meeting will be to review the documentation prepared for the Assembly and to agree upon any recommendations and proposals it decides to present to the Assembly.

## III. DOCUMENTS FOR THE ASSEMBLY

5. At this early date, it is not possible to provide a definitive list of documents to be prepared for the Assembly. Decisions of the Council at its meetings in 2001 and in early 2002 may call for specific information and reports to be prepared for consideration by the Assembly. Nonetheless, drawing on the experience of the first Assembly, it can be forecasted that the following documentation will be before the Assembly for its consideration:

- (a) Recommendations of the Council on matters before the Assembly
- (b) CEO's Report on the policies, operations and future development of the GEF
- (c) Report on the third replenishment of the GEF
- (d) Second Study of GEF's Overall Performance
- (e) Report on the GEF Trust Fund
- (f) Report on membership

(g) Highlights of the work of STAP during GEF2

6. In addition to this information, the CEO note on GEF activities related to the World Summit on Sustainable Development proposes the preparation of a number of background papers and recommendations on key issues that fall within the mandate of the GEF. It is expected that these papers and recommendations will be included in the information available to the Assembly and will enrich and inform the Assembly's deliberations.

#### IV. STRUCTURE OF THE ASSEMBLY

7. It is proposed that the three-day Assembly combine plenary meetings and opportunities for constituency meetings, workshops, panel presentations and smaller information discussions. The 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**

8. As provided in 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. 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**

9. The Assembly will be convened at a ministerial level, and Ministers and heads of delegation will be invited to address the Assembly.

10. Each delegation will 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 for the future development of the GEF. Ministers and other heads of delegation will be invited to make an oral presentation of their country's views, which in view of time constraints, will be limited to 5 minutes. Statements by Ministers and other heads of delegation will begin on October 16 and continue through October 17.

##### **Roundtable of Ministers and other High-level Heads of Delegation**

11. A roundtable of the heads of delegation will be organized during the morning of October 18. 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. These discussion 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 the Assembly's Conclusions**

12. As noted above, the Chair and Co-Chairs will prepare, for endorsement by the Assembly, a statement of the Assembly's conclusions which will be based on the views expressed by delegations in their statements. It is expected that the conclusions will take into account the recommendations of the Council and CEO/Chairman on the future development of the GEF, the report on the third replenishment of the GEF Trust Fund, the report on the Second Study of GEF's Overall Performance and other studies before the Assembly meeting. 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.

## **Panels, Workshops and Seminars**

13. 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 panels, workshops and seminars. Much of the work proposed in the CEO's note to be undertaken for purposes of the World Summit on Sustainable Development will also be presented through panels and workshops at the Assembly. (See document GEF/C.17/9, *CEO Note on GEF Activities Related to the World Summit on Sustainable Development*).

## **NGOs**

14. 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 Beijing, in connection with the Council meeting.

15. It is proposed that in addition to the NGOs that are already accredited to the GEF, procedures similar to those followed for the first Assembly would permit 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. 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, seminars and exhibits.

## **Exhibition, Publications and Outreach**

16. 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, for example, in offering developing countries assistance leading to integration of global environmental

issues with their sustainable development goals and 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 workshops and seminars as well as an exhibition which will be open to exhibits by governments, organizations, NGOs and major groups and others interested in the global environment.

17. The outreach effort for the Assembly will be assisted by the production of a video, media coverage and publications. A special publication that will be based to a large extent on the preparatory work and panels that are proposed in connection with GEF's contributions to the World Summit on Sustainable Development will be published for dissemination at the Summit and the Assembly (see document GEF/C.17/9).

### **Budget for the Assembly**

18. Costs for preparing and organizing the Assembly will be incurred over three fiscal years (FY01, FY02 and FY03). Resources required to initiate work on preparing the Assembly during FY01 were approved by the Council at its meeting in November 2001. The approved budget for FY01 financed conference logistical services to initiate the necessary administrative arrangements and reservations for the Assembly as well as the initial preparation of the Memorandum of Understanding between the host government and the GEF.

19. A mission visited Beijing in March 2001 to evaluate proposed meeting venues, hotels and other arrangements, to arrange for local conference support and to carry out a first round of discussions with the host Government on the Memorandum of Understanding. The CEO/Chairman and the authorities of China have agreed on a suitable venue at which to hold the Assembly and associated meetings. The MOU is still under discussion.

20. During FY02 it is foreseen that another two missions will be made to China to advance the logistical arrangements. Support is also needed to ensure local field office staff support.

21. The FY02 budget also includes the cost of preparing the special Assembly publication referred to in paragraph 14 as well as the Participants handbook in the six working languages of the Assembly.

22. The Council is requested to approve US\$265,500 to cover these costs. These resources will be included in the GEF Secretariat's corporate budget for FY02. See Table 1.

### **FY03 Budget**

23. The FY03 budget for the Assembly is estimated at US\$2,022,570. These estimates will be kept under review during FY02 preparations, and a proposed budget will be submitted for final Council approval together with the FY03 corporate budget.

24. The costs for the second Assembly are higher than the first, although the items to be financed are primarily the same as those financed for the first Assembly. This cost difference can be attributed to several factors, including cost increases in the last four years.
25. A significant factor is the fact that the Assembly agreed when adopting its rules of procedure that there would be six official working languages of the Assembly. Simultaneous interpretation and translation of Assembly documents are to be in the six United Nations languages: Arabic, Chinese, English, French, Russian and Spanish. The original budget for the first GEF Assembly only included three languages (English, French and Spanish). The FY03 budget presents cost estimates for provision of these translation and interpretation expenditures.
26. A second significant increase is due to the fact that during the first Assembly the Secretariat staff benefited from a corporate program between the World Bank and a major international airline through which free air travel was obtained for the majority of staff traveling to the host venue country. Unfortunately this program is no longer in existence.
27. As was agreed for the first Assembly, the GEF will finance the travel and subsistence of two representatives from least developing countries and SIDS Participants and one representative from other recipient country Participants. There are now more countries that are members of the GEF than at the time of the first Assembly.
28. The budget includes the costs of the services of a professional coordination firm, Congrex. In addition to overall conference coordination, this firm will manage Assembly registration.
29. A special video on the GEF accomplishments and impacts will be produced for the Assembly. The cost for the video is also incorporated in the FY03 budget. The Earth Negotiations Bulletin will be invited to prepare a series on the Assembly, and a special GEF display will be prepared for the Assembly.
30. Estimates for the FY03 budget are attached.

ANNEX A

FY02 ESTIMATED GEF COSTS FOR GEF ASSEMBLY AND ASSOCIATED MEETINGS  
(IN US\$ THOUSANDS)

Table 1:	Total
Missions	
Two missions to Beijing, three staff one mission, two staff second mission 5 trips @ \$7,400	37,000
Local Office Support	15,000
Conference Coordinators Contract	41,000
Pre-Assembly Publications	170,000
Contingency 10%	2,500
Total	265,500

## ANNEX B

FY03 ESTIMATED GEF COSTS FOR GEF ASSEMBLY AND ASSOCIATED MEETINGS  
(IN US\$ THOUSANDS)

<b>Table 2</b>	<b>GEF Assembly</b>	<b>Total</b>
<b>Personnel</b>		
Conference Coordinator contract	127,500	
Interpreters Fees Travel & Subsistence	216,000	
Local Office Support	20,000	
Translation (Assembly documents)	100,000	
Subtotal		463,500
<b>Participants and Invitees Travel</b>		
Recipient Country Participants <sup>1/</sup>	565,600	
Presenters; Special Invitees	60,000	
Panel/Workshop Presenters/Coordinators	92,400	
Council Members and Alternates (additional per diem)	19,200	
NGOs	68,400	
Subtotal		805,600
<b>Coordination/Management Travel</b>		
Subtotal	267,600	267,600
<b>Publications/Outreach</b>		
GEF Display	20,000	
Proceedings of Assembly	46,000	
Video	100,000	
ENB Daily Reports	25,000	
		191,000
<b>Hospitality</b>		
Reception, etc.	40,000	40,000
<b>Telecommunications</b>		
Phones, faxes, email	13,000	13,000
<b>Miscellaneous</b>		
In-City Transportation, Courier, Shipping (docs/office supplies), Printing,	50,000	
Exhibition Equipment	8,000	
Subtotal		58,000
<b>Subtotal</b>		<b>1,838,700</b>
Contingency (10%)		183,870
<b>Grand Total</b>		<b>2,022,570</b>

<sup>1/</sup> Includes 2 people from LDCs/SIDS (including one Minister); and 1 person from recipient countries other than LDCs/SIDS.

