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**GEF SUPPORT TO NATIONAL FOCAL POINTS  
AND COUNCIL MEMBERS REPRESENTING  
RECIPIENT COUNTRY CONSTITUENCIES**

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1. At its meeting in May 1999, the Council reviewed document GEF/C.13/13, *Constituencies and Assistance for Country Level Coordination*, and approved activities and associated financial resources to strengthen national focal points and to improve the coordination and consultation among Council Members and their constituencies for a three-year period. The Council approved US\$1.815 million to finance this support.
2. On the basis of the Council's decision, the GEF Secretariat and the Implementing Agencies jointly developed guidelines for the provision of support to strengthen the national coordination activities of the GEF national focal points as well as guidelines to provide support to eligible Council Members. The guidelines outline the type of services and assistance that may be provided and specify that support will be in the form of services and equipment provided through a country office of one of the Implementing Agencies. (See Annex A for the text of the guidelines.)
3. Focal points and Council Members were requested to identify the Implementing Agency field office with which they wished to work.
4. Each Implementing Agency then prepared internal administrative arrangements necessary to facilitate the transfer of GEF resources allocated for these purposes to its field offices in accordance with its internal rules and procedures.
5. At the Council in May 2000, a report (GEF/C.15/Inf.8) was made available to inform the Council on the progress made to assist the national focal points and eligible Council Members in their coordination efforts at the national and constituency level. The Council, at its meeting in May 2001, had before it another review of this support (GEF/C.17/Inf.10).

#### **SUPPORT TO NATIONAL FOCAL POINTS**

6. As of mid FY03, national focal points from 128 countries have received support from an office of an Implementing Agency or have under discussion with an Implementing Agency arrangements for the provision of such support. Implementation of the initiative was initially delayed as it took some time to conclude arrangements for providing assistance. A list of countries and the financing made available for the support they have received is presented in Annex B.
7. The approved budget for this three-year initiative was based on an estimated cost range for the services that were offered of US\$ 2,000 to US\$ 8,000 per country/year, with an expectation that most countries needs could be met at an average cost of US\$ 5,000. Experience from the three years of activities, however, makes clear that most countries requested the maximum amount of annual support i.e., US\$ 8,000<sup>1</sup>. On the other hand, only 98 countries fully used the support. 30 countries have identified an Implementing Agency country office with which to work, but they have not yet made use of the support or are only in the process of finalizing their budgetary arrangements in consultation with the country office. 22 countries eligible to receive this assistance did not choose to do so as of mid FY-03. Since this initiative

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<sup>1</sup> In addition the Implementing Agency receives a 3% overhead fee.

was approved in 1999, 7 new recipient countries have become Participants in the GEF of which two have chosen to make use of the focal point support.

8. Services that have been provided to the focal points include retrieval of GEF documents, organization of meetings for country level coordination and workshops. An additional sum of US\$500 is made available as a non-recurring cost to assist the focal point in purchasing a modem for accessing the Internet and training in its use. The guidelines also allow the coverage of travel of focal points to constituency meetings convened by their Council Member in order to consult with constituency members.

#### **SUPPORT TO COUNCIL MEMBERS**

9. Two Council Members received support to organize coordination meetings with the members of their respective constituencies. The costs to conduct these meetings have been covered by the focal point support budget more generally, the support specifically earmarked for support to Council Members has not been used.

#### **Continued support for national focal points and Council Members**

10. The *Beijing Declaration of the Second GEF Assembly* includes a number of recommendations on enhancing GEF activities at the country level, including a recommendation that “national operational focal points should be strengthened to effectively carry out their responsibilities in the GEF.” GEF will continue to support the capacity development of operational focal points and national GEF coordinating structures, as these efforts are critical to ownership of GEF operations and help countries integrate GEF operations into national priorities, strategies and programs for sustainable development.

11. As a first step to presenting the Council with proposals for further strengthening national focal points, it is proposed that the support provided under the initiative approved in May 1999 be evaluated, in consultation with the national focal points, during FY04. Based on findings of the evaluation as well as the recommendations of the second GEF Assembly, the second Overall Performance Study, the policy recommendations of the third replenishment endorsed by the Council and other lessons learned, a proposal will be prepared for Council review at its meeting in May 2004 on means to continue strengthening the national points and Council Members.

12. Pending a Council decision on new proposals to strengthen focal points and support Council Members, it is proposed that the GEF continue to provide support to focal points and Council Members that so request in accordance with the decision approved by the Council in May 1999. Resources necessary to continue this support in FY04 (see below) have been requested in the GEF Corporate Budget.

## **FINANCING REQUIRED FOR CONTINUED SUPPORT IN FY04**

13. In the last three fiscal years, an average of US\$490,000 per year has been committed for supporting focal points. As of January 2003, US\$1,438,000 has been committed out of the approved total of US\$1,596,900. Therefore, \$140,000 is still available to continue providing support for the national focal points. In the GEF corporate budget for FY04, an additional US\$350,000 has been requested to supplement the remaining funds so that the support to focal points may be continued pending review and decision by the Council in May 2004 on actions to continue strengthening focal points.

14. In May 1999, the Council also approved US\$216,300 to support Council Members. As of January 2003, the full amount for this support for Council Members is still available, since expenditures related to the two constituency meetings that have been held were received by the support provided to national focal points. These funds will continue to be available to Council Members to assist them in consulting with their constituencies during FY04.

## ANNEX A: REVISED FOCAL POINT GUIDELINES

### **I. Revised guidelines for support to strengthen the national coordination activities of the GEF Focal Point through one of its Implementing Agencies, June 22, 2000**

1. After consultations among the Operational and Political Focal Points and with the Implementing Agencies (UNDP, UNEP and/or the World Bank) the Operational Focal Point will identify which of the Implementing Agencies will be requested to support the National Focal Points. For this support the following guidelines are applicable.
2. On behalf of the GEF, the field office of the Implementing Agency which has been identified by the OFP for this task, will assist in:
  - (a) retrieval of GEF documents from the GEF website and dissemination of the documents to the National Focal Points and others as agreed with the Focal Points;
  - (b) providing a Reference Library of relevant information and publications in IA field offices and access to electronic information networks, such as SDNP, SIDnet or INFORTERRA. In consultation with the Implementing Agency field office, another entity could serve as a reference library, as long as continuity and quality of such a reference source can be assured; and
  - (c) organization of meetings for country level coordination as necessary.
3. In consultation with the selected field office, other activities of a similar kind (e.g. training courses, seminars, field visits) may also be supported.
4. Many of the services will be provided to the Operational Focal Point, but as appropriate in view of the tasks and responsibilities of each Focal Point, services will also be extended to the Political Focal Point.
5. The Focal Points and the field office will agree upon selection of activities, the timing of activities and a budget. Depending on local preference, the proposals for support could be agreed upon on an activity-by-activity basis or in accordance with the annual plan. Planning for the entire three year period may also be agreed.
6. Translation of documents into UN languages will be done centrally, so field offices will not need to arrange for such translation at the local level. However, on the recommendation of a Focal Point, the field office could translate GEF documents in the local language.
7. The following activities will not be eligible for funding:
  - (a) international travel (ticket and daily subsistence allowance), with the exception of a Focal Point's participation in no more than two constituency meetings per year

convened within the region by the Council Member, in order to consult with constituency members and to coordinate the constituencies' views and positions prior to Council Meetings;

- (b) procurement of computer hardware and other equipment. An exemption can be made for the purchase of an internet modem to be covered out of the \$500 for Internet access and training in its use;
- (c) recurring expenditure of any kind (e.g. staff salary, rent); and
- (d) support to GEF Council Members. Funds have been allocated separately for Council members.

8. The GEF will provide the selected field office with resources on an annual basis for a three-year period to cover the costs of the services it provides. The following cost ranges were approved by the GEF Council. No cash transfers are envisaged between the field office and the Focal Points.

- (a) access to the Internet and training in its use (one time only) \$ 500
- (b) dissemination of GEF documents, duly translated.  
Reference library in Implementing Agency field offices,  
use of electronic connections, such as SDNP, SIDSnet  
or INFOTERRA where possible (annually) \$ 1000-3000
- (c) organization of meetings for country-level  
coordination (annually) \$ 1000-5000

9. Actual allocation for particular activities can vary according to local needs and preferences expressed by the Focal Point, and from year to year, within the cost range as mentioned above with a maximum of \$ 8500 for the first year and a maximum of \$8000 for the second and third years.

10. The IA field office, in consultation with Focal Points, will report annually on the use of the resources provided by the GEF. The IA will forward these reports to GEFSEC, which will use this information to prepare an annual report to the GEF Council.

## **II. Constituency Coordination: Administrative arrangements with the Implementing Agency's field office to assist the Council Member in GEF activities**

12. At its meeting in May 1999 the Council allocated resources to support recipient country Council Members in their outreach with their constituency members.

13. After consultations with the Implementing Agencies (UNDP, UNEP and the World Bank) the following guidelines have been prepared to guide the provision of such support.

14. The support is to be provided through a field office of an Implementing Agency and can be used to

- (a) assist the Council Member to communicate with members of the constituency in a cost effective manner (e.g. arranging telephone, faxes and mail);
- (b) ensure that the Council Member receives GEF Council documents on GEF Council and policy matters; and
- (c) organize meetings and telephone conferences for Constituency level coordination as necessary, including to coordinate with Constituency members in preparation of GEF Council meetings.

15. The support will not be available for activities such as:

- (a) procurement of computer hard- and software and other equipment; and
- (b) recurring expenditure of any kind (e.g. staff salary, rent)

16. The GEF will provide the selected field office with resources on an annual basis for a three year period to cover costs of the services it provides to the Council Member. The cost range between \$ 0 - 2000 was approved by the GEF Council. No cash transfers are envisaged between the field office and the Council Member.

17. Actual allocation for particular activities can vary according to constituency needs and preferences from year to year within the cost range as mentioned above with an annual maximum of \$ 2000.

18. The field office, in consultation with the Council Member, will report annually to the GEF Secretariat and the appropriate Implementing Agency on the use of the resources provided to the field office and the type of support provided. The GEF Secretariat will use this information to prepare an annual report to the GEF Council.



**ANNEX B: LIST OF COUNTRIES REQUESTING SUPPORT FOR NATIONAL FOCAL POINTS**

<b>Member Country</b>	<b>UNDP</b>	<b>WB</b>	<b>Financing Provided to Country Office to Support Focal Points as of January 2003</b>
AFGHANISTAN			
ALBANIA			
ALGERIA	X		
ANTIGUA & BARBUDA	X		
ARGENTINA	X		17600
ARMENIA	X		8800
AZERBAIJAN	X		8800
BAHAMAS	X		8755
BANGLADESH	X		8800
BARBADOS	X		15250
BELARUS	X		25050
BELIZE	X		
BENIN	X		8500
BHUTAN			
BOLIVIA	X		17050
BOSNIA & HERZEGOVINA			
BOTSWANA			
BRAZIL	X		
BULGARIA	X		15450
BURKINA FASO	X		16500
BURUNDI	X		8500
CAMBODIA	X		17050
CAMEROON	X		8800
CAPE VERDE	X		7725
CENTRAL AFRICAN REPUBLIC	X		
CHAD	X		16851
CHILE	X		24740
CHINA		X	24493
COLOMBIA	X		8800
COMOROS	X		17050
CONGO (BRAZZAVILLE)	X		15195
CONGO, DR	X		17050
COOK ISLANDS	X		8250
COSTA RICA	X		8800
COTE D'IVOIRE	X		17050
CROATIA		X	
CUBA	X		
CZECH REPUBLIC	X		25300
DJIBOUTI			

DOMINICA	X		5150
DOMINICAN REPUBLIC	X		
DPRK	X		8250
ECUADOR			
EGYPT	X		16525
EL SALVADOR	X		
ERITREA		X	5264
ESTONIA	X		8240
ETHIOPIA	X		17005
FIJI	X		8800
GABON	X		8800
GAMBIA	X		8800
GEORGIA		X	16842
GHANA	X		8800
GRENADA			
GUATEMALA			
GUINEA	X		8800
GUINEA-BISSAU			
GUYANA	X		8800
HAITI	X		8800
HONDURAS	X		12885
HUNGARY	X		8800
INDIA	X		17050
INDONESIA		X	
IRAN	X		8800
JAMAICA	X		8800
JORDAN	X		8800
KAZAKHSTAN	X		17050
KENYA	X		17050
KIRIBATI	X		8650
KRYGYZSTAN	X		8800
LAOS	X		8650
LATIVA	X		17040
LEBANON	X		8240
LESOTHO	X		8800
LIBERIA			
LITHUANIA	X		8800
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA	X		
MADAGASCAR	X		8800
MALAWI	X		8500
MALAYSIA	X		8800
MALDIVES	X		8800
MALI	X		8755
MALTA			
MARSHALL ISLANDS	X		8755

MAURITANIA		X	
MAURITIUS	X		8800
MEXICO	X		
MICRONESIA, FS	X		
MOLDOVA	X		8800
MONGOLIA		X	16697
MOROCCO			
MOZAMBIQUE	X		
NAMIBIA		X	
NAURU	X		
NEPAL	X		17050
NICARAGUA	X		
NIGER	X		17050
NIGERIA		X	
NIUE	X		8800
PAKISTAN	X		8590
PALAU	X		
PANAMA	X		8800
PAPUA NEW GUINEA	X		
PARAGUAY	X		
PERU	X		17050
PHILIPPINES	X		25300
POLAND	X		17040
REPUBLIC OF KOREA	X		
ROMANIA	X		
RUSSIAN FEDERATION	X		
RWANDA	X		8800
SAINT KITTS & NEVIS			
SAINT LUCIA	X		8755
SAINT VINCENT & GRENADINES	X		7750
SAMOA	X		24750
SAO TOME & PRINCIPE	X		17050
SENEGAL	X		16500
SERBIA & MONTENEGRO			
SEYCHELLES			
SIERRA LEONE			
SLOVAKIA	X		25300
SLOVENIA	X		17050
SOLOMON ISLANDS	X		8800
SOMALIA			
SOUTH AFRICA		X	2279
SRI LANKA	X		8800
SUDAN	X		8800
SURINAME			
SWAZILAND	X		8800

SYRIA	X		8800
TAJIKISTAN	X		25300
TANZANIA	X		17050
THAILAND	X		8800
TOGO	X		
TONGA	X		
TRINIDAD & TOBAGO	X		
TUNISIA	X		
TURKEY			
TURKMENISTAN	X		8800
TUVALU	X		8550
UGANDA	X		17050
UKRAINE		X	8176
URUGUAY	X		25300
UZBEKISTAN			
VANUATU			
VENEZUELA	X		8800
VIETNAM	X		16750
YEMEN	X		17050
ZAMBIA	X		8800
ZIMBABWE	X		