



Global Environment Facility

GEF/C.34/4
October 9, 2008

GEF Council
November 11-13, 2008

Agenda Item 6

NOTE ON THE ORGANIZATION OF THE FOURTH GEF ASSEMBLY

Recommended Council Decision

The Council, having reviewed *Note on the Organization of the Fourth GEF Assembly* (GEF/C.34/4), expresses its appreciation to the Government of Uruguay for offering to host the Fourth Assembly meeting and accepts this kind offer. The Council approves a special initiative of \$653,730 for the planning of the Fourth GEF Assembly.

The Council requests the Secretariat to prepare for the next Council meeting a report on the progress that has been achieved in planning the Assembly and a more detailed proposal for the organization of the Assembly for the Council's review and approval.

INTRODUCTION

1. The purpose of this note is to provide the Council with initial proposals regarding the organization of the Fourth GEF Assembly. This includes the proposal by Uruguay to host the Assembly, which the Council is invited to accept. The Council is also invited to approve resources to cover the costs of Assembly-related activities that are to be undertaken during FY09. This note also provides information on the activities to be financed with those resources.

TIMING OF THE ASSEMBLY

2. The *Instrument for the Establishment of the Restructured GEF* provides that “the Assembly shall meet once every three years.” However, previous Assemblies were convened following the completion of the replenishment discussions which has resulted in their being held at four yearly intervals.

3. Negotiations on the fifth replenishment of the GEF Trust Fund are expected to be completed early in 2010. As the current replenishment period will end in June of that year, the GEF Secretariat is proposing that the Fourth GEF Assembly be convened in the first half of 2010.

LOCATION OF THE ASSEMBLY

4. The First GEF Assembly was convened in Delhi, India, in March 1998. The Second GEF Assembly was convened in Beijing, China, in October 2002. The Third GEF Assembly met in Cape Town, South Africa, in August 2006. The occasion of the next Assembly offers an excellent opportunity for a Latin-American country to host this event. Holding the Assembly for first time in Latin America will help to show GEF’s commitment to the region

5. The Government of Uruguay has expressed an interest in hosting the meeting. Attached is a letter to this effect signed both by the Minister of Foreign Affairs and by the Minister of Housing, Land Management and the Environment of Uruguay.

6. Uruguay’s location will facilitate enhanced participation by NGOs and other participants from the region. Additionally, Uruguay has adequate logistical experience, as was most recently demonstrated with the organization and development of the COP for the Stockholm Convention in 2005. Hosting the GEF Assembly in Uruguay will provide a good opportunity to raise awareness of global environmental issues in Latin America, and in particular, to showcase Uruguay’s efforts to preserve its environment.

ORGANIZATION OF THE ASSEMBLY

7. The minimum lead time to prepare a meeting of its size and political importance is approximately one year. In so doing, every effort to avoid a conflict with other major international environmental events will be taken. A more detailed note on the organization of the Assembly will be prepared by the Secretariat for Council review and approval at its meeting in June 2009.

8. Previous Assemblies were considered to be highly successful, and as such it is proposed that the Fourth Assembly will be organized in a similar manner to 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

9. Costs for preparing and organizing the Assembly will be incurred over two fiscal years (FY09 and FY10). 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.

10. The Fourth 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 the 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 required for such a strategy.

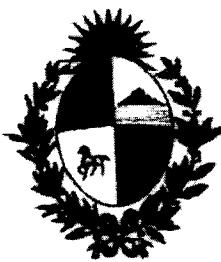
11. An estimate of costs for the Fourth Assembly is attached as Annex 1. From this estimation the Secretariat proposes, and recommends to Council for approval, 30% of the preliminary estimated costs of the Assembly to initiate the planning and necessary administrative arrangements and reservations for the Assembly as well as the preparation of a Memorandum of Understanding between the host government and the GEF. Missions to the 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 confirmed by the Council. Remaining costs for the Assembly will be requested in FY10.

NEXT STEPS

12. 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 1: PRELIMINARY ESTIMATE OF GEF COSTS FOR THE FOURTH GEF ASSEMBLY

| Estimated Costs for the Fourth GEF Assembly (in US\$) | |
|---|---------------------------------|
| | Estimated Costs US\$ |
| Venue | 570,000 |
| Venue hire, interpretation, IT, audio visual, storage, furniture, catering, security, general office supplies | |
| Personnel | 214,000 |
| Conference coordination | 140,000 |
| Office support | 74,000 |
| Travel | 1,232,000 |
| Staff | 300,000 |
| Participants | 800,000 |
| NGOs | 107,000 |
| Presenters and special invitees | 25,000 |
| Press and Outreach | 183,000 |
| Design | 21,000 |
| Exhibit | 15,000 |
| ENB: reporting | 36,000 |
| TVE: multimedia campaign | 54,000 |
| Billboard campaign | 10,000 |
| Publications and materials | 42,000 |
| Website | 5,000 |
| Hospitality | 57,500 |
| Reception | 57,500 |
| Telecommunications | 15,500 |
| Telephone calls, faxes, email | 15,500 |
| Translation | 113,000 |
| Interpretation | 112,500 |
| NGO Forum | 42,500 |
| Special Council Meeting | 42,500 |
| Assembly | 27,500 |
| General Operations Costs | 53,500 |
| Registration equipment and supplies, freight, storage, General supplies, copying, postage | 53,500 |
| Subtotal | 1,981,000 |
| Contingency (10%) | 198,100 |
| Total | 2,179,100 |



República Oriental del Uruguay

Montevideo, 8 de setiembre de 2008

*Señora Monique Barbut
Directora Ejecutiva del
Fondo para el Medio Ambiente Mundial (FMAM)*

De nuestra mayor consideración:

Tenemos el honor de dirigirnos a la señora Directora Ejecutiva con motivo de la IV Reunión de la Asamblea del Fondo para el Medio Ambiente Mundial, a realizarse en el año 2010.

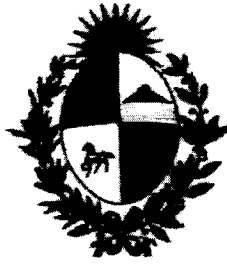
Teniendo en cuenta que las anteriores Asambleas tuvieron lugar en Asia y África, consideramos que ésta sería una excelente oportunidad para que un país latinoamericano sea el anfitrión de este importante evento, realzando de este modo el interés del continente en trabajar con el Fondo para el Medio Ambiente Mundial (FMAM).

Al respecto, deseamos manifestar que Uruguay está en condiciones de ofrecer una sede para organizar la mencionada Reunión, ya que cuenta con la experiencia logística suficiente, tal y como fuera demostrado en la organización y el desarrollo de la primera Conferencia de las Partes de la Convención de Estocolmo, realizada en el año 2005.

Este ofrecimiento se enmarca en el fuerte compromiso asumido por nuestro Gobierno en estrechar sus lazos de cooperación con el Fondo para el Medio Ambiente Mundial, con el fin de contribuir a la conservación y el uso sostenible del medio ambiente.

La fecha más apropiada para llevar a cabo este evento sería entre los meses de abril mayo ó setiembre octubre de 2010. Una vez el Consejo del FMAM haya considerado positivamente esta propuesta, podríamos iniciar con esa Secretaría las conversaciones pertinentes en torno a la organización y los detalles del presupuesto.

(...)



República Oriental del Uruguay

En caso de considerarse necesario, Uruguay enviaría un representante a la Reunión del Consejo del FMAM que tendrá lugar en noviembre de 2008, a efectos de realizar una presentación oficial de nuestro ofrecimiento.

Finalmente, deseamos reiterar nuestro beneplácito para recibirla en Uruguay cuando su agenda lo permita.

Hacemos propicia la ocasión para reiterar a la señora Directora Ejecutiva las seguridades de nuestra más alta consideración.

Dr. GONZALO FERNANDEZ
Ministro de Relaciones Exteriores

Ing. Carlos Colacco
Ministro de Vivienda
Ordenamiento Territorial
y Medio Ambiente

Unofficial Translation of the Letter from the Government of Uruguay

We present our compliments to the Chief Executive Officer and are honoured to refer to the IV Assembly meeting of the Global Environment Facility scheduled for the year 2010.

Bearing in mind that the previous Assemblies were held in Asia and Africa, we believe that this would be an excellent opportunity for a country in Latin America to host this important event, thus highlighting the interest of this continent in working with the Global Environment Facility (GEF).

Therefore, we wish to inform that Uruguay is willing to offer a venue to host the abovementioned meeting in view of its extensive logistical experience as was demonstrated during the organization and development of the first Conference of the Parties of the Stockholm Convention in 2005.

This offer is based on the strong commitment of our Government to strengthening its cooperation with the GEF in order to contribute to the conservation and sustainable use of our environment.

The most appropriate dates for this event would be in April/May or September/October of 2010. Once the GEF Council has considered this proposal in a positive manner, we will begin conversations with the Secretariat in order to fine tune the organization and budgetary details.

Should it be considered necessary, Uruguay is willing to send a representative to the GEF Council meeting to be held in November 2008 to make an official presentation of our proposal.

Finally, we wish to reiterate that it would be our pleasure to receive you in Uruguay when your agenda so allows.

We take this opportunity to renew to you, Mme CEO, the assurances of our highest consideration.

(Signed)

Dr. Gonzalo Fernandez
Minister of Foreign Affairs

Ing. Carlos Colacce
Minister of Housing, Land Planning and Environment.