



Global Environment Facility

GEF/C.35/11
May 14, 2009

GEF Council Meeting
June 22 – 24, 2009

Agenda Item 19

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.35/...) approves the dates proposed to hold the Assembly in Punta del Este, Uruguay.

The Council requests the Secretariat to prepare for the next Council meeting a report on the progress that has been achieved in preparing the Assembly.

INTRODUCTION

1. The purpose of this note is to update the Council on progress made in preparation for the Fourth GEF Assembly. This includes preparation of the Memorandum of Understanding signed by the Ministers of Foreign Affairs and of Housing, Land Planning and Environment of Uruguay, the GEF CEO and the Acting Vice President, Concessional Finance and Global Partnerships of the IBRD.

LOCATION OF THE ASSEMBLY

2. In its decision during the 34th GEF Council meeting, the Council accepted the offer of Uruguay to host the Assembly. The Government of Uruguay proposed to hold the meeting in the city of Punta del Este at the Conference Center located in the Conrad Hotel.

3. The CEO was invited to visit Uruguay, and after meeting with the Ministers of Housing, Land Planning and Environment; Economy and Finance; Tourism and Sports; Industry, Energy and Mining and Foreign Affairs, she visited the premises which she found adequate to the needs of the GEF.

TIMING OF THE ASSEMBLY

4. The note submitted to the Council at its last meeting, *Note on the Organization of the Fourth GEF Assembly, GEF/C.34/4* state that the Fourth GEF Assembly will take place in the first semester of 2010. After due consideration of dates for other relevant international meetings, availability of the conference center in Punta del Este and the timing of replenishment discussions, it is proposed that the Fourth GEF Assembly take place on May 24 to 28, 2010.

Organization of the Assembly

5. After the decision taken during the Council meeting last November, conversations began with Uruguay on drafting a Memorandum of Understanding that would outline the agreement between the host country, the GEF and the IBRD, in particular the responsibilities of each party. This Memorandum of Understanding was signed during the CEO's visit to Uruguay and is attached for reference in Annex I.

6. As on the occasion of previous GEF Assemblies, a dedicated team will be put together to undertake the GEF responsibilities and provide overall coordination within the External Relations Team.

7. Based on the current state of preparations, the Assembly will be organized in the following manner: On May 24, 2010, a Special GEF Council Meeting will be held. Civil Society Consultations will also take place on that day. The Fourth GEF Assembly will take place on May 25 to 27. May 28 will be dedicated to project site visits.

NEXT STEPS

8. The Secretariat will report to the Council at its next meeting on the progress that has been achieved in preparation for the Assembly.

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MEMORANDUM OF UNDERSTANDING

among

THE GOVERNMENT OF THE REPÚBLICA ORIENTAL DEL URUGUAY,

**THE SECRETARIAT OF THE GLOBAL ENVIRONMENT
FACILITY**

and

**THE INTERNATIONAL BANK FOR RECONSTRUCTION AND
DEVELOPMENT, AS TRUSTEE OF THE GLOBAL ENVIRONMENT
FACILITY TRUST FUND**

regarding

**THE FOURTH MEETING OF THE GLOBAL ENVIRONMENT FACILITY
ASSEMBLY AND ASSOCIATED MEETINGS**

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PREAMBLE

The Government (the "Government") of the República Oriental del Uruguay ("Uruguay"), the Secretariat (the "Secretariat") of the Global Environment Facility (the "GEF"), and the International Bank for Reconstruction and Development (the "World Bank"), as trustee of the GEF Trust Fund (the "Trustee") (hereinafter jointly referred to as the "Parties" and in the singular as a "Party"),

RECOGNIZING that, at the GEF Council meeting held on November 11 to 13, 2008, the GEF Council expressed its sincere appreciation and accepted the generous offer of the Government to host the fourth meeting of the GEF Assembly in Uruguay; and

CONSIDERING that the Secretariat and the Trustee recognize the need to start the preparation of the fourth meeting of the GEF Assembly well in advance of the date set for such meeting and to agree on the basic responsibilities of each Party in this task;

HAVE AGREED as follows:

Article 1

Definitions

- (1) In this Memorandum of Understanding (the "MoU"), unless the context otherwise requires:
 - (a) "Articles of Agreement" means the Articles of Agreement of the World Bank, as amended effective February 16, 1989;
 - (b) "Assembly" means the Assembly of the GEF, established in accordance with paragraphs 11, 13 and 14 of the Instrument, and the "fourth Assembly" means the fourth meeting of the Assembly;
 - (c) "Associated Meetings" means the GEF Council meeting and NGO consultations, referred to in Article 2 of this MoU, and other meetings, workshops and exhibits related to the fourth Assembly;
 - (d) "Convention" means the Convention on the Privileges and Immunities of the Specialized Agencies, approved by the General Assembly of the United Nations on November 21, 1947, to which Uruguay acceded on December 29, 1977, with respect to the World Bank;

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- (e) "Council" means the Council of the GEF, established in accordance with paragraphs 11 and 15 to 20 of the Instrument;
 - (f) "Exchange of Letters" means the exchange of letters referred to in Article 9 (2) of this MoU.
 - (g) "GEF Trust Fund" means the trust fund established in accordance with paragraph 8 of the Instrument;
 - (h) "Instrument" means the Instrument for the Establishment of the Restructured Global Environment Facility, as amended, 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 World Bank, the United Nations Development Programme and the United Nations Environment Programme, as Implementing Agencies of the GEF;
 - (i) "NGOs" means non-governmental organizations;
 - (j) "Organizations" means the Secretariat and the Trustee; and
 - (k) "Secretariat" means the Secretariat of the GEF, established in accordance with paragraphs 11 and 21 of the Instrument.
- (2) In this MoU (unless a contrary indication appears), a reference to "participants and all persons performing functions in connection with the fourth Assembly and Associated Meetings" includes all representatives, alternates, advisors, observers, panelists and workshop participants, and media representatives, accredited by the Secretariat to attend or observe the fourth Assembly and Associated Meetings.

Article 2

Date and Place of the Fourth Assembly and Associated Meetings

The fourth Assembly and Associated Meetings (including the fourth Assembly, the Council meeting and the NGO consultations) will be held in Punta del Este, Uruguay, during a week in May 2010, on the dates that the Secretariat will communicate to Uruguay as soon as possible.

Article 3

Privileges and Immunities

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- (1) The Government confirms its acceptance of the legal status, privileges, immunities and exemptions accorded to the Trustee, pursuant to the Articles of Agreement, the Instrument, and the Convention, and will continue to comply with its obligations thereunder. The Government also confirms that the Organizations will be exempted from direct taxation and customs duties. The Organizations will also be immune from search, requisition, confiscation, expropriation, or any other form of seizure by the executive or legislative action with respect to their property and assets, and their archives will be inviolable.
- (2) The Government will apply, in all matters relating to the fourth Assembly and Associated Meetings, and the project visits, the provisions of the Convention.
- (3) Regarding government representatives participating in the fourth Assembly and Associated Meetings, the Government will apply the provisions of Article V of the Convention.

Article 4

Visa Arrangements

The Government will facilitate visa arrangements for all persons invited to attend the fourth Assembly and Associated Meetings, who are in possession of a valid passport or other valid travel document that meets the requirements of the domestic law in force in Uruguay, with respect to entry into Uruguay. A valid travel document is to be obtained in the participant's country of origin.

Article 5

Communications

The Organizations will enjoy, in their communications and the transfer of documents in connection with the fourth Assembly and Associated Meetings, treatment not less advantageous than the most favorable treatment accorded by the Government to any diplomatic mission.

Article 6

Government's responsibilities for the fourth Assembly and Associated Meetings

Unless otherwise specified in this MoU or agreed in writing among the Parties, the Government will provide the services and facilities, for the fourth Assembly and Associated Meetings, as set forth below, and cover their costs.

- (a) Facilities

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- (i) The Government will provide conference facilities that will be adequate to host the fourth Assembly and Associated Meetings.
- (ii) The conference facilities hosting the fourth Assembly and Associated Meetings (excluding the sites for the visits) will be available for use during normal working hours and beyond, as required. They will also provide exhibition space.
- (iii) The conference facilities will be ready to receive set-up arrangements for the beginning of the fourth Assembly and Associated Meetings and be available for set-up 96 hours in advance and for installation of exhibitions 24 hours in advance.

(b) Security and Safety

The Government will take all reasonable measures that are necessary to ensure the participants' security, and the safety of their and the Organizations' property, within the premises of the fourth Assembly and Associated Meetings.

(c) Audio Visual Services and Equipment; Equipment for Registration

The Government will provide audio visual services and equipment (including microphones, interpretation equipment for six languages, viewing screens, overhead projectors, LCD display projectors/panels, web streaming, video and tape recording), as well as equipment pertaining to registration (including digital cameras and laser printers).

(d) Local Transportation

The Government will ensure that appropriate transportation is available to and from the airports and the conference facilities. Participants will pay for the direct cost of such transportation. Additionally, the Government will provide transportation to and from official social events with experienced drivers and assisting personnel.

(e) Airport Arrangements

The Government will provide airport assistance at Montevideo Carrasco International Airport and Capitan Corbeta CA Curbelo International Airport in accordance with hotel arrival and departure projections. A welcome desk will be set up and staffed at the airports to receive all delegates and all those who will participate in, observe, or perform functions in connection with, the fourth Assembly and Associated Meetings.

(f) Personnel

The Government will provide local personnel required for servicing the fourth Assembly and Associated Meetings (registration clerks, messengers, secretaries, conference clerks, travel

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assistants, technicians for operating and maintaining equipment, and any other essential service personnel).

(g) Furniture, Equipment and Supplies

- (i) The Government will provide desks, chairs and tables as required for offices, registration, and other areas; racks for documents distribution (about two hundred pigeon holes); participants', observers' and head table nameplates, message boards.
- (ii) The Government will provide signage, including exterior and interior directional and door signs for the fourth Assembly and Associated Meetings.
- (iii) The Government will set up communication facilities and provide office supplies and equipment, including computers, printers, telephones, fax machines and photocopiers.

(h) Project Visits

The Government will make local arrangements for site visits, in particular to GEF project sites. Participants will pay for the direct costs of such visits.

(i) Emergency and Medical Services

The Government will provide medical facilities, within the conference area, adequate for first aid in emergencies. For serious emergencies, the Government will ensure immediate transportation and admission to a hospital. The Government will, however, not be responsible for the cost of any medical treatment.

(j) Protocol

The Government will provide staff to deal with protocol arrangements for VIPs.

Article 7

Secretariat's responsibilities for the fourth Assembly and Associated Meetings

Unless otherwise specified in this MoU or agreed in writing among the Parties, the Secretariat will be responsible for the following:

- (a) travel, subsistence allowances and related expenses for headquarters' officers and employees, and persons specifically recruited or invited to attend, observe or participate in the fourth Assembly and Associated Meetings at the expense of the GEF;

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- (b) selection, recruitment and payment of travel and related expenses to and from Uruguay, per diem allowances and salaries of all the technical staff, including translators and interpreters;
- (c) social events arranged by and at the invitation of the Secretariat;
- (d) actual charges for mail, cables, fax, long distance calls and other carrier traffic initiated by the Secretariat; and
- (e) all transportation expenses for Secretariat-initiated shipments from Washington, D.C. (United States of America), to the conference facilities and back.

Article 8

Means and Channels of Communications

- (1) This MoU will be carried out, and all action deemed necessary in connection therewith will be taken, by the Government and the Organizations, through their respective designees.
- (2) Communications among the Parties on matters related to the fourth Assembly and Associated Meetings and to this MoU will be in writing and will be transmitted by facsimile, to be subsequently confirmed by mail. Channels of communication will be as follows:

- (a) For the Secretariat:

Team Leader, External Affairs
Secretariat
Global Environment Facility
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Facsimile Number: +1 (202) 522-3240

- (b) For the Trustee:

Manager
Multilateral Trustee Operations
The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Facsimile Number: +1 (202) 614-0795

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(c) For the Government:

Adviser on International Affairs
Ministry of Housing, Land Planning
and Environment
Zabala 1432
11100 Montevideo
Uruguay

Facsimile Number: + 5982 916 2914

Article 9

Co-operation and Amendment

- (1) The Government and the Organizations will cooperate to ensure that notice of any changes proposed to this MoU will be given as early as practicable and that the best efforts will be made to facilitate the smooth functioning and preparation of them in a collaborative spirit.
- (2) This MoU may be amended or revised by the common consent of the Parties through an Exchange of Letters among them.

Article 10

Settlement of Disputes

Should any dispute arise among the Parties to this MoU regarding its interpretation and/or implementation, the Parties will settle such disputes by means of direct consultations conducted in a spirit of trust and friendly cooperation among them.

Article 11

Entry into Force

This MoU will enter into force on the date of signature thereof by all the Parties.

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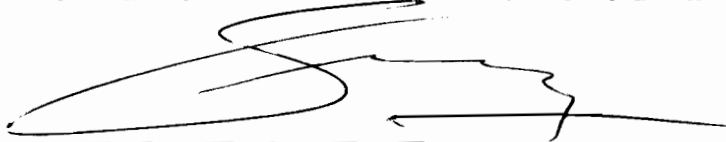
Article 12

Duration

This MoU will remain in force throughout the duration of the fourth Assembly and Associated Meetings, as well as the project visits, and for such a period thereafter as is necessary for all matters relating to any of its provisions to be settled.

IN WITNESS WHEREOF the undersigned, being duly authorized thereto, have signed this MoU, in triplicate, in the English language.

FOR THE GOVERNMENT OF THE REPÚBLICA ORIENTAL DEL URUGUAY



By: Dr. Gonzalo Fernandez
Minister of Foreign Affairs



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

FOR THE SECRETARIAT OF THE GLOBAL ENVIRONMENT FACILITY

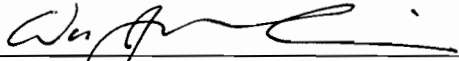


By: Mrs. Monique Barbut
CEO and Chairperson

DONE at Montevideo on this third day of April in the year 2009.

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**FOR THE INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT, AS TRUSTEE
OF THE GLOBAL ENVIRONMENT FACILITY TRUST FUND**



By (Name/Title): Ms. Junhui Wu
Acting Vice President
Concessional Finance and Global Partnerships

DONE at Washington, DC on this 14th day of April in the year 2009.