



GEF/C.36/Inf.2
October 13, 2009

GEF Council Meeting
November 10 – 12, 2009
Washington D.C.

REPORT ON THE ORGANIZATION OF THE FOURTH GEF ASSEMBLY

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Proposed Schedule of Activities

1. The Fourth GEF Assembly will be convened on May 25 and 26, 2010 in Punta del Este, Uruguay, at the Conference Centre located in the Conrad Hotel. A number of meetings associated with the Assembly will also be convened in Punta del Este, which Assembly participants are invited to attend. These include:

- May 24 GEF Forum on International Year of Biodiversity
- May 24 NGO Forum
- May 24 Special Council Meeting
- May 24-26 Constituency Meetings
- May 24-26 Workshops and Side Events
- May 27-28 Site Visits to GEF Projects

Notification and Provisional Agenda

2. The official notification for the Assembly will be sent to the Minister(s) of the agency or agencies in which the GEF Political and Operational Focal Points are located, as well as to other relevant government agencies.

3. In accordance with the Rules of Procedure for the GEF Assembly, a provisional agenda, together with the notice of the Assembly, will be transmitted to all those invited sixteen weeks prior to the date of the Assembly.

4. In recognition of the need to transmit the notification and provisional agenda to all those invited to the Assembly by January 24, 2010, the Council is requested to consider the draft provisional agenda presented in Annex A. The final draft provisional agenda may be approved at this time or circulated for final consideration by the Council one week prior to sending out the invitation.

Attendance

5. All GEF members (178 countries) will be invited to send a Representative and one Alternate to the Assembly. Delegations may include advisors.

6. The GEF will finance the travel and subsistence costs of one representative from each recipient country and two participants from LDCs and SIDs.

Assembly Structure and Schedule

7. The primary purpose of the Assembly is to:
 - (a) Review the general policies of the Facility;
 - (b) Review and evaluate the operation of the Facility on the basis of reports submitted by the Council;
 - (c) Keep under review the membership of the Facility; and
 - (d) Consider, for approval by consensus, amendments to the present Instrument on the basis of recommendations by the Council.

8. In addition to its formal mandate as defined in the Instrument, the Assembly provides a unique opportunity to promote:
 - (a) High-level dialogue on the major challenges facing the GEF as it moves into a new replenishment period, and an opportunity to discuss ways to address these challenges and to develop a framework of action;
 - (b) Increased awareness and understanding of key global environmental challenges and the need for concerted activities in order to address those challenges;
 - (c) Strengthened ownership of all Participant States in the GEF and in their constituencies. In this regard, the Assembly provides an excellent opportunity to facilitate constituency-based consultations;
 - (d) Greater understanding of the procedures of the GEF and its usefulness in assisting countries to contribute to the achievement of global environment benefits; and
 - (e) Sharing of the experience of the GEF at the operational level in undertaking measures to protect and manage the global environment.

9. Taking into account the two-day timeframe for the Assembly, it is proposed that the Assembly meeting combine the following elements:
 - (a) Plenary sessions on the first and second days of the Assembly to consist of the opening and closings ceremonies, the conducting of official GEF business, and the delivery of statements by GEF partners. It is proposed that the plenary meeting include:

- (i) Statements by the Head of State of Uruguay and the GEF CEO.
 - (ii) Statements by a keynote speaker or special guests (including Heads of Agencies and Convention Secretariats).
 - (iii) Statements by Ministers and other Heads of Delegation.
 - (iv) The Statement of the Assembly's Conclusions. The Chair will prepare a summary of the main discussions and conclusions of the meeting. Any recommendation or decision approved by the Assembly at the meeting will be appended to the Chair's summary.
- (b) High-level thematic roundtables to address the following proposed themes:
- (i) (TBD)
 - (ii) (TBD)

10. Discussion notes to be prepared to facilitate the dialogue, and each of the roundtables to begin with an introduction by one or two speakers drawn from GEF partners and experts familiar with the theme of the roundtable. The Council is invited to comment on this outline to guide further development of the issue notes.

11. Each roundtable to consist of approximately 50 heads of delegation, with approximately 100 observers, and to be moderated by two co-chairs who would be responsible for preparing a short one-page note summarizing the discussions of each roundtable.

Documentation for the Assembly

12. Documentation for the Assembly is to be disseminated at least six weeks before the start of the meeting (April 16, 2010).

Provisional Agenda

1. Opening Ceremony
 - a) Welcoming Address by the Host Government
 - b) Welcoming Address by the CEO/Chairman of the Facility
2. Election of the Chair
3. Election of the Vice-Chairs
4. Adoption of the Agenda and Organization of Work
5. Statements by the Heads of the GEF Agencies
6. Statements by the Representatives of the Conventions
7. Statements by the Heads of Delegations
8. Statement by a Representative of Non-Governmental Organizations
9. Amendment of the Instrument
10. High Level Roundtables with Participation by Ministers and Other Heads of Delegation
11. Report on Membership
12. Report on Credentials
13. Report on the GEF Trust Fund by the Trustee
14. Report on the Fifth Replenishment of the GEF Trust Fund
15. Statements by the Scientific and Technical Advisory Panel (STAP) and Report of STAP
16. Statement by the GEF Office of Evaluation
 - 16 bis. Fourth Overall Performance Study of the GEF
17. Summary of High-level Roundtable Discussions
18. Presentation of Chair's Summary
19. Closing of the Assembly