

GLOBAL
ENVIRONMENT
FACILITY

CRITERIA FOR SELECTION OF NGOS TO
ATTEND/OBSERVE COUNCIL MEETINGS AND
INFORMATION ON NGO CONSULTATIONS

GEF Council Meeting
Washington, D.C.
February 22 - 24, 1995

RECOMMENDED DRAFT COUNCIL DECISION

The Council is invited to review this document and to consider adopting the following decision:

The Council, having reviewed document GEF/C.3/5, approves the criteria for selection of NGO representatives to attend or observe GEF Council meetings and the procedures for accrediting NGOs to the GEF. The Council also invites the Secretariat to convene semi-annual NGO consultations in conjunction with the regular meetings of the Council. The costs of such consultations are to be included as a line item in the administrative budget of the GEF Secretariat. In addition, the Secretariat is invited to convene one regional consultation on an annual basis. The location of the consultation should rotate among the regions identified in annex C to document GEF/C.3/5. The cost of regional consultations should be funded in accordance with the same procedures as that agreed upon for the semi-annual consultations. The total charge to the Secretariat annual administrative budget for the three consultations should not exceed reasonable costs to be determined by the Council and which will not exceed \$150,000 in any one year during the 1995-1997 period. The Secretariat could seek voluntary contributions to supplement its budget where possible and appropriate.

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INTRODUCTION

1. At its second meeting in November, 1994, the GEF Council considered the issues of NGO representation at Council meetings and NGO consultations. The decisions of the Council concerning these issues are attached in Annex A to this document.
2. At the second meeting, the Council invited the Secretariat to prepare additional documentation for consideration at its third meeting on the following two aspects of the NGO issue:
 - (a) Criteria for selection of NGO representatives to attend or observe Council meetings, and
 - (b) The scope, cost implications, and other modalities concerning the organization of NGO consultations.

This document addresses those two issues.

3. In preparing this paper, the Secretariat invited input from the NGO community. An invitation to submit comments and views on the two issues was sent by facsimile to over 100 NGOs on the GEF mailing list for which the Secretariat had information on their facsimile number. The invitation to submit comments was also posted on ECONET. The Secretariat took the comments received into account when preparing this document. In addition, it is expected that the NGO consultation preceding the third Council meeting will review this paper and will include its views on the paper in the NGO statement to the Council meeting.

PROCESS FOR SELECTING NGO REPRESENTATIVES TO ATTEND OR OBSERVE GEF COUNCIL MEETINGS

4. In accordance with paragraph 13 of the Rules of Procedure for the GEF Council, "the CEO may, in consultation with the Council, invite representatives of other organizations and entities, including NGOs, to attend or observe the Council meetings." At its second meeting, the Council agreed that the CEO should invite representatives from five NGOs to attend Council meetings and from five NGOs to observe the meetings.
5. For the purposes of representation at GEF Council meetings and participation in related GEF consultations, NGOs should be understood to mean non-profit organizations whose mandate, experience, expertise and capacity are relevant to the work of the GEF, including: community groups; local, national, regional and international organizations, including NGO networks, dedicated to preserving the environment or promoting sustainable development; indigenous people's organizations; and academic and research institutions.
6. In selecting the NGOs to be invited to send representatives to attend or observe the Council meetings, the CEO should seek from the NGO community its recommendations as to which NGO organizations should be invited. In particular, each NGO consultation convened prior to a regular meeting of the Council should be invited to recommend to the CEO the names of NGO organizations to be invited to the regular Council meeting that is to be convened six months after the NGO consultation concerned. NGOs invited to the Council meeting should seek to enhance their effective and coordinated representation at the meetings through organizing themselves in various constituencies, interest groups and networks. Roles and responsibilities of NGO representatives to communicate with the wider NGO

community, including responsibility for preparing for, and reporting on, the Council meeting and NGO consultations, should be determined by the NGOs.

7. In choosing the NGO organizations to invite to a Council meeting, the CEO should take into account the following criteria. The NGOs are also invited to consider these criteria when formulating their recommendations to the CEO.

CRITERIA FOR THE SELECTION OF NGO REPRESENTATIVES TO ATTEND OR OBSERVE GEF COUNCIL MEETINGS

8. The GEF Secretariat is to prepare a list of NGOs accredited to the GEF. NGO organizations invited to send representatives to attend or observe Council meetings should be chosen from among the GEF-accredited NGOs. Procedures for accrediting NGOs to the GEF are annexed to these criteria (see Annex B to this document).

9. In choosing the organizations to invite to send representatives to attend or observe the Council meeting, a broad based geographic representation should be ensured.

10. The agenda for the Council meeting concerned should be taken into account and NGO organizations with competence and interest in the substantive agenda items before the Council should be selected.

11. A wide representation of views and expertise should be reflected among the ten organizations invited to a Council meeting, and a balance among international, national and local (including indigenous people) representation should be sought. When appropriate, preference should be accorded to NGO organizations representing a broad based of interests, although in light of the agenda of a particular Council meeting, it may be appropriate to also seek the views of organizations with specialized experience and expertise.

12. Past attendance of NGOs at Council meetings should be considered and a rotation among NGO organizations invited to be represented at the meetings should be sought while recognizing that some continuity in representation would also be useful.

13. Nomination of an individual to represent an NGO organization at the GEF Council meeting or NGO consultations should be made by the executive head or competent authority of the organization concerned.

CONSULTATIONS PRIOR TO REGULAR MEETINGS OF THE COUNCIL

14. NGO consultations provide a valuable opportunity for governments, the Secretariat and the Implementing Agencies to interact with the NGOs and to benefit from their views and comments on GEF activities. The consultations provide NGO representatives with an important opportunity to meet Members and to discuss items of interest to their stakeholders as well as to facilitate interaction among

diverse NGOs on GEF issues. At the consultations, NGOs may make available documentation of relevance to issues under consideration by the Council.¹

15. At its second session, the Council generally felt that it would be appropriate to convene two NGO consultations annually in connection with regular Council meetings. At the consultations the NGOs would have an opportunity to discuss issues on the agenda of the Council meeting and to prepare for submission to the Council a statement of their views.

16. The GEF Secretariat would be responsible for making the administrative arrangements for the consultations. The consultations would be convened for one to two days. Simultaneous interpretation in English, French and Spanish would be provided. Since the primary purpose of the NGO consultations would be to provide the NGO community with an opportunity to present its diverse views on matters under consideration by the Council, the agenda would normally mirror that of the Council meeting it precedes with the understanding that items to be considered by the Council in executive session would not be on the agenda of the NGO consultation. A representative of the NGOs who is among those invited to attend the Council meeting should be selected by the consultation to make a statement on the conclusions and recommendations of the consultation to the Council. A question and answer period may follow the NGO statement if Council Members need clarification or more information on any issue raised in the statement.

17. The consultations would be open to representatives from all NGOs accredited to the GEF, Members, Alternates, the Secretariat and all those invited to Council meetings in accordance with paragraphs 9 to 13 of the Rules of Procedure for the GEF Council. Procedures for accrediting NGOs to the GEF are annexed to this paper. During the pilot phase, the average attendance at NGO consultations was 65 persons. It is expected that this number of participants will continue if funding is provided for some NGO representatives from recipient countries (see paragraph 18 below).

18. During the pilot phase, funding from the GEF was provided to cover the travel and subsistence costs of attendance of 15 NGO representations from recipient countries to the NGO consultations. In its previous discussions on this issue, many Members have underlined that NGO consultations will only be effective if a diversity of views and expertise is ensured. A necessary prerequisite to achieving this diversity is the availability of adequate financial resources to facilitate the participation of NGO representatives from recipient countries. It is proposed that the budget for the consultations include funds to cover the travel and subsistence costs for 3 representatives from the four recipient regions (a total of 12 representatives). The CEO, taking into account the recommended list of NGO organizations to be invited to the Council meeting to be prepared by the NGO consultation (see paragraph 6 above), together with the criteria for selecting NGOs to observe or attend Council meetings, should select the NGO representatives to receive funding. The Secretariat will facilitate the appropriate travel arrangements.

19. The costs of convening a consultation as described in paragraphs 16 to 18 are presented in Annex C to this document. Recognizing that a basic principle of the GEF is to provide for "consultation with, and participation as appropriate of, major groups and local communities through the project cycle"

¹ If an NGO wishes to submit documentation to the Council meeting, such documentation should be submitted to the Secretariat under cover of a letter signed by the chief executive officer of the organization sponsoring the submission. Documentation should be submitted in sufficient quantities for distribution to the Council Members and Alternates.

(paragraph 5 of the Instrument), it is recommended that reasonable costs (up to \$100,000 per year) of organizing the NGO consultations prior to regular Council meetings should be funded through the administrative budget of the GEF Secretariat. Voluntary contributions could be sought to supplement this amount if needed to increase the number of travel grants available for NGOs from recipient countries. Other options for funding the consultations were presented in the *Technical Note on NGO Relations with the GEF*, document GEF/C.1/4, which was considered by the Council at its first meeting.² However, the Secretariat is of the view that neither of these two options would be as efficient or pragmatic as including reasonable funds in the Secretariat's budget and supplementing such funds with voluntary contributions where possible and appropriate.

REGIONAL CONSULTATIONS

20. During discussions of NGO consultations at the first Council meeting, several Members noted the value of regional consultations being convened in addition to the semi-annual NGO consultations to be held in conjunction with the Council meetings. The Secretariat proposes that one regional NGO meeting be held each year. These consultations would be intended for representatives of NGOs from the region concerned, Participants from the region, the Implementing Agencies and the Secretariat. The principal advantage of regional consultations would be to broaden NGO and Participant interactions on issues of particular concern to the region and to increase GEF outreach. Regional consultations could be organized on a rotational basis in different geographical regions : Africa, Asia and the Pacific, Europe, and the Americas (Latin America, the Caribbean, and North America).

21. The costs of convening regional consultations are presented in Annex C to this document. It is recommended that the reasonable costs (up to \$50,000 per consultation) of organizing one regional consultation each year should be funded through the administrative budget of the GEF Secretariat. The Secretariat would seek to supplement the budget with voluntary contributions if needed.

² The other two options presented in the technical note were: a separate project to be approved by the Council to cover the costs of the NGO consultations; or a voluntary fund to be established to cover the costs.

**DECISION OF THE GEF COUNCIL MEETING, NOVEMBER 1-3, 1994,
CONCERNING AGENDA ITEM 6,
*QUESTION OF NGO OBSERVERS AT COUNCIL MEETINGS AND NGO CONSULTATIONS***

At its second meeting, the Council considered the issue of NGO representation at Council meetings and NGO consultations. In this regard, the Council decided:

COUNCIL MEETINGS:

- (a) For purposes of paragraph 13 of the Council's rules of procedure, the CEO shall invite five NGO representatives to attend Council meetings and five NGO representatives to observe the meetings. Such representatives will be invited to attend or observe, as the case may be, Council discussions on all agenda items except those considered in executive session as provided for in paragraph 14 of the rules of procedure. The GEF administrative budgets should always be considered in executive session as well as decisions on amendments to the rules of procedure. Since the administrative budget will be on the agenda of each Council meeting, either for approval or review, an executive session should be scheduled for each meeting. The executive session could also be used by the Chair to take decisions relating to the allocation of funds.
- (b) The Council invites the Secretariat, in consultation with NGOs, to develop criteria for selection of NGO representatives to attend or observe Council meetings. Such criteria should be based on the principles of regional representation and of self selection by the NGOs, taking into account the GEF thematic scope. The Secretariat should submit proposed criteria to the Council for review and approval at its third meeting.
- (c) The cost of NGO attendees from recipient countries should be provided for in the administrative budget of the GEF Secretariat. Such financing should be clearly identified in a separate line item in the budget. In accordance with paragraph 20(j) of the *Instrument for the Establishment of the Restructured GEF*, the Secretariat's budget will be approved by the Council.

NGO CONSULTATIONS:

- (d) The Council requests the Secretariat to prepare a paper on NGO consultations for consideration at its third meeting in January 1995. The paper should elaborate further on the information presented in the *Technical Note on NGO Relations with the GEF* (document GEF/C.1/4) and in particular should address the scope of such consultations, cost implications and other modalities for their organization.
- (e) Pending a decision on the scope and funding of NGO consultations, the Council requests the CEO to convene an NGO consultation in accordance with pilot phase practice prior to the Council meeting in January 1995.

PROCEDURES FOR ACCREDITING NGOS

1. NGOs desiring to be accredited to the GEF for purposes of receiving documentation, participating in NGO consultations, and attendance at Council meetings may apply to the GEF Secretariat for this purpose.
2. All such applications must be signed by the Chief Executive Officer or an authorized senior official of the NGO and must be accompanied by information on the organization's competence and relevance to the work of the GEF. Such information should indicate the particular areas of the GEF to which such competence and relevance pertains and should include, *inter alia*, the following information:
 - (a) The purposes of the organization, its date of establishment, the location of its principal office, and the country or countries in which it is active;
 - (b) Information as to the programs and activities of the organization in areas relevant to the GEF, and in which country(ies) they are carried out;
 - (c) Copies of its annual reports with financial statements, and a listing of governing body members and their country of nationality;
 - (d) In respect of membership organizations, a description of its membership, indicating total numbers and their geographical distribution.
3. On the basis of the information provided in accordance with paragraph 2 above, the CEO should accredit any NGO that has established its competence and relevance to the work of the GEF.

COSTS OF NGO CONSULTATIONS

I. Direct Cost of Two-day Semi-Annual Consultations held in Washington, D.C.*

Rental of conference facilities (World Bank conference facilities) - includes photocopy, audio visual, and technical service costs	\$ 2,060
Travel and subsistence of 12 representatives (@ \$3,000/person)	\$36,000
Interpretation (English, French, Spanish)	\$ 6,000
Document delivery (DHL/FedEx)	\$ 1,300
Telephone/Fax costs	\$ 1,050
Luncheons/Coffee	\$ 4,000
TOTAL	\$50,410

II. Cost of Two-day Regional Consultations*

A. The Americas (North America, Latin America and the Caribbean), Africa, or Asia (based on costs incurred at past meetings in Abidjan, Cote d'Ivoire, Beijing, China, and Cartagena, Colombia)

Rental of conference facilities - includes photocopy, audio visual, and technical service costs	\$ 6,500
Travel and subsistence of 12 representatives (@ \$2,000/person)	\$24,000
Staff travel costs (3 x \$4,000)	\$12,000
Interpretation (English, French, Spanish)	\$ 6,000
Document delivery (DHL/FedEx)	\$ 1,600
Telephone/Fax costs	\$ 1,400
Luncheons/Reception/Coffee	\$ 6,500
TOTAL	\$58,000

* These costs do not include the cost of staff time (Secretariat and the Implementing Agencies) required for the preparation of, and participation in, the consultations.

B. Europe (includes Western and Eastern Europe, based on costs incurred at past meetings at the World Bank office in Paris, France and the FAO conference facility in Rome, Italy)

Rental of conference facilities	\$ 4,050
- includes photocopy, audio visual, and technical service costs	
Travel and subsistence of 8 representatives (@ \$2,000/person)	\$16,000
Staff travel costs (3 x \$4,000)	\$12,000
Interpretation (English, French, Spanish)	\$ 6,000
Document delivery (DHL/FedEx)	\$ 1,600
Telephone/Fax costs	\$ 1,050
Luncheons/Reception/Coffee	\$ 6,000
 TOTAL	 \$46,700