

GEF Council Meeting
November 5 – 7, 2013
Washington, D.C.

Agenda Item 17

NOTE ON THE ORGANIZATION OF THE FIFTH GEF ASSEMBLY

Recommended Council Decision

The Council, having reviewed the *Note on the Organization of the Fifth GEF Assembly* (GEF/C.45/07) took note of the proposed preliminary budget and approved an additional \$ 1,368,528 for the Special Initiative to fund the Organization of the Assembly.

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INTRODUCTION

1. The purpose of this note is to provide the Council with an update on the preparation of the Fifth GEF Assembly and associated meetings to be held in Cancun, Mexico during the week of May 26, 2014. The Council is invited to approve additional resources to cover the costs of Assembly-related activities that are to be undertaken during FY14. This note provides information on the activities to be financed with those resources. This document includes, as an attachment, the Memorandum of Understanding signed by the Undersecretary of Finance and Public Credit of the United Mexican States Government, the GEF CEO and the Vice President, Concessional Finance and Global Partnerships of the IBRD.

LOCATION OF THE ASSEMBLY

2. The First GEF Assembly was hosted by India in March 1998; the Second by China, in October 2002; the Third by South Africa, in August 2006, and; the Fourth by Uruguay, in May 2010.

3. During its 44th meeting, the Council accepted the offer of Mexico to host the Assembly. The Government of Mexico has proposed to hold the Fifth GEF Assembly in the city of Cancun. The Government of Mexico is in the process of deciding on the most appropriate venue and will advise the Secretariat as soon as possible of its decision.

4. Following the Council meeting, conversations began with Mexico on drafting a Memorandum of Understanding (MoU) that would set out the agreement among the host country, the GEF and the IBRD. In particular it outlines the responsibilities of each party. This MoU was signed during the CEO's visit to Mexico on August 7, 2013, and is attached for reference in Annex III.

5. The easily accessible location will facilitate enhanced participation by NGOs and other participants. Additionally, Mexico has extensive logistical experience, as was most recently demonstrated with the organization and development of the G20 Summit in 2012 and the COP16 for the United Nations Framework Convention on Climate Change in 2010.

ORGANIZATION OF THE ASSEMBLY

6. GEF Assemblies are ministerial level events. It is proposed that the Fifth Assembly be organized to include plenary meetings and roundtables on issues of relevance to the GEF and its Participants. It is also proposed that the Assembly will include a day dedicated to civil society issues.

7. As on the occasion of previous GEF Assemblies, a dedicated team will be established to provide overall coordination of Assembly preparations.

PROPOSED SCHEDULE OF ACTIVITIES

8. At its 44th meeting the Council decided to hold its 46th meeting back to back with the Assembly at the same venue. While the dates decided for the Council were May 26-27, it is expected that the full Council meeting may require more than two days as it will also be followed

by the LDCF/SCCF Council. It is therefore proposed that the 46th Council be held on May 25-26 followed by a day dedicated to civil society on May 27. The Fifth GEF Assembly will be convened on May 28-29, 2014 in Cancun, Mexico. Therefore the activities for the Assembly week will include:

May 25 Sunday	May 26 Monday	May 27 Tuesday	May 28 Wednesday	May 29 Thursday	May 30 Friday
Council Meeting					
Constituency Meetings					
Side Events					Side Events
		NGO Forum			
			Fifth GEF Assembly		
					Site Visits

May 25-26 Council Meeting
 May 25-27 Constituency Meetings
 May 25-26 and May 30 Side Events
 May 27 NGO Forum
 May 28-29 Fifth GEF Assembly
 May 30 Site Visits

NOTIFICATION AND PROVISIONAL AGENDA

9. The official notification for the Assembly has been sent to the Ministers of the agency or agencies in which the GEF Political and Operational Focal Points are located, as well as to other relevant government ministries and agencies (Finance/Economy, Foreign Affairs and Environment).

10. In accordance with the Rules of Procedure for the GEF Assembly, a provisional agenda, together with the joint invitation by Mexico and GEF for the Assembly, will be transmitted to all those invited sixteen weeks prior to the date of the Assembly.

11. In recognition of the need to transmit the notification and provisional agenda to all those invited to the Assembly by January 26, 2014, the Council is invited to consider the draft provisional agenda presented in Annex I. The final draft provisional agenda will be circulated for final consideration by the Council one week prior to sending out the invitation.

ATTENDANCE

12. All GEF Participants (183 countries) will be invited to send a Representative and one Alternate to the Assembly. Delegations may include advisors.

13. 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

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.

14. 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 challenges and opportunities facing the GEF as it moves into the GEF6 period;
- (b) Increased awareness and understanding of key global environmental challenges and the need for concerted activities in order to address the major drivers of environmental degradation;
- (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 experiences of the GEF and its Agencies at the operational level in undertaking measures to protect and manage the global environment.

15. 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 closing 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 Government of Mexico and the GEF CEO.
 - (ii) Statements by a keynote speaker or special guests (including Heads of Agencies and Convention Secretariats).
 - (iii) Statements by Ministers.
 - (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)
- (iii) (TBD)
- (iv) (TBD)

16. 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.

17. Each roundtable will consist of approximately 30/50 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

18. Documentation for the Assembly is to be disseminated at least six weeks before the start of the meeting (April 18, 2014).

BUDGET FOR THE ASSEMBLY

19. Costs for preparing and organizing the Assembly will be incurred in FY14. Resources approved by the Council for the financing of the Assembly will be kept in a separate account, and any resources remaining after the Assembly will be returned to the GEF Trust Fund.

20. An estimate of costs for the Fifth Assembly is attached as Annex II. At its 44th meeting, the Council approved \$0.750 million for planning the Assembly. Based on this estimation the Secretariat recommends that the Council approves an additional \$1,368,528 to cover the preliminary estimated costs of the Assembly and associated meetings, to complete the planning and administrative arrangements, to make reservations and cover any other expenses for the successful completion of these activities.

ANNEX I: 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 Sixth 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
17. Fifth Overall Performance Study (OPS5) of the GEF
18. Summary of High-level Roundtable Discussions
19. Presentation of Chair's Summary
20. Closing of the Assembly

ANNEX II: PRELIMINARY ESTIMATE OF GEF COSTS FOR THE FIFTH GEF ASSEMBLY

Estimated Costs for the 5th GEF Assembly (in US\$)	Total Estimated Costs
Hotel Accommodations	\$ 315,520
Staff	39,270
Participants	221,000
NGO/CSO Forum	55,250
Travel	\$ 854,500
Staff	49,500
Participants	570,000
NGO/CSO Forum	97,500
Presenters and special invitees	25,000
Hospitality	\$ 130,000
Reception and cultural events	130,000
Simultaneous Interpretation (SI)	\$ 80,115
Assembly	53,410
NGO/CSO Forum	26,705
Translation	\$ 135,000
Assembly	115,000
NGO/CSO Forum	20,000
Reporting	\$ 51,300
IISD Assembly reporting	51,300
Exhibition	\$ 150,000
Interactive exhibit and design	70,000
Assembly Video	80,000
Materials	\$ 39,500
Printed and electronic documents	39,500
ICT	\$ 45,000
Website development and ICT	45,000
Personnel	\$ 90,000
Conference and office support	90,000
General operations	\$ 35,000
General supplies, copying, shipping, storage	35,000
Subtotal	\$ 1,925,935
<i>Contingency (10%)</i>	192,593
Total	\$ 2,118,528
Funds approved by 44th Council June 2013	\$ (750,000)
Remaining funds to be approved	\$ 1,368,528

MEMORANDUM OF UNDERSTANDING

AMONG

THE GOVERNMENT OF THE UNITED MEXICAN STATES,
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 FIFTH MEETING OF THE GLOBAL ENVIRONMENT
FACILITY ASSEMBLY AND ASSOCIATED MEETINGS



PREAMBLE

The Government of the United Mexican States ("Government"), by means of the Secretary of Finance and Public Credit, 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 June 18 to 20, 2013, the GEF Council expressed its sincere appreciation and accepted the generous offer of the Government of Mexico to host the fifth meeting of the GEF Assembly in Mexico; and

CONSIDERING that the "Parties" recognize the need to start the preparation of the fifth meeting of the GEF Assembly 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, the capitalized terms are defined as:
 - a) "ARTICLES OF AGREEMENT" means the Articles of Agreement of the World Bank, signed December 27, 1945 and as amended effective June 27, 2012;
 - b) "FIFTH ASSEMBLY" means the Assembly of the GEF, established in accordance with paragraphs 11, 13 and 14 of the Instrument for the Establishment of the Restructured Global Environment Facility;
 - c) "ASSOCIATED MEETINGS" means the GEF Council meeting and Civil Society Organizations consultations, and other meetings, workshops and exhibits related to the fifth Assembly;
 - d) "CONVENTION" means the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on February 13, 1946, and acceded to by Mexico on November 26, 1962;
 - e) "COUNCIL" means the Council of the GEF, established in accordance with paragraphs 11 and 15 to 20 of the Instrument for the Establishment of the Restructured Global Environment Facility;

- f) "GEF TRUST FUND" means the trust fund established in accordance with paragraph 8 of the Instrument for the Establishment of the Restructured Global Environment Facility;
 - g) "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;
 - h) "ORGANIZATIONS" means the Secretariat and the Trustee; and
 - i) "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 Fifth 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 Fifth Assembly and Associated Meetings.

Article 2

Date and Place of the Fifth Assembly and Associated Meetings

The Fifth Assembly and Associated Meetings will be held in Cancun, Quintana Roo, Mexico, from May 25 to May 30, 2014.

Article 3

Privileges and Immunities

Articles and the Convention, *mutatis mutandis*, will be applicable to the Fifth Assembly and Associated Meetings, and the project visits. In particular, the representatives of the Parties and the members and alternates, as well as representatives of observers and experts invited to participate in the Meeting and Associated Meetings, will enjoy the privileges and immunities provided under Article IV of the Convention.

Article 4

Visa Arrangements

The Government will facilitate visa arrangements for all persons invited to attend the Fifth 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 Mexico, with respect to entry into Mexico. 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 Fifth Assembly and Associated Meetings, treatment not less favorable than that accorded by the Government to any diplomatic mission.

Article 6 Government's responsibilities for the Fifth Assembly and Associated Meetings

Unless otherwise agreed in writing among the Parties, the Government will provide the services and facilities, for the Fifth Assembly and Associated Meetings, and cover their costs as set forth below:

a) Facilities

- i. The Government will provide conference facilities that will be adequate to host the Fifth Assembly and Associated Meetings.
- ii. The conference facilities hosting the Fifth Assembly and Associated Meetings (excluding the sites for the project visits) will be available for use on the dates established for the meetings and set up as required and will also provide exhibition space.
- iii. The conference facilities will be ready to receive set-up arrangements for the beginning of the Fifth Assembly and Associated Meetings and be available for set-up on May 23, 2014.

b) Security and Safety

The Government will take all reasonable measures that are necessary to safeguard the participants' security, and the safety of their and the Organizations' property, within the premises of the Fifth 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 the participants to and from the airports, hotels and the conference facilities. 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 Cancun International Airport in accordance with hotel arrival and departure projections. A welcome desk will be set up and staffed at the airports to assist delegates and all those who will participate in, observe, or perform functions in connection with, the Fifth Assembly and Associated Meetings.

f) Personnel

The Government will provide local personnel required for servicing the Fifth Assembly and Associated Meetings (registration clerks, messengers, secretaries, conference clerks, travel assistants, technicians for operating and maintaining equipment, and any other essential service personnel).

g) Furniture, Equipment and Supplies

- i. The Government will provide furniture as required for the installation of 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 Fifth 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 visits to GEF project sites.

i) Emergency and Medical Services

The Government will provide medical facilities adequate for first aid in emergencies, within the conference area. 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 make arrangements and provide staff to deal with protocol arrangements for VIP participants to the Assembly.

Article 7

Secretariat's responsibilities for the Fifth Assembly and Associated Meetings

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

- a) Travel, subsistence allowances and related expenses for headquarters' GEF officers and employees, and persons specifically recruited or invited to attend, observe or participate in the Fifth Assembly and Associated Meetings at the expense of the GEF;
- b) Selection, recruitment and payment of travel and related expenses to and from Cancun, Mexico, 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 including a welcome or closing event for the GEF Assembly as well as a cocktail reception for GEF Council Members;
- d) Actual charges for mail, cables, fax, WiFi access, 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

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.

Communications among the Parties on matters related to the Fifth Assembly and Associated Meetings and to this MoU will be in writing and will be transmitted by email. Official Channels of communication will be as follows:

For the Secretariat:

Mr. William Ehlers
Team Leader, External Affairs
Global Environment Facility
1818 H Street, N.W.
Mail Stop: P4-400
Washington, D.C. 20433
United States of America
Facsimile Number: +1 (202) 522-3240
Email: wehlers@thegef.org

For the Trustee:

- Mr. Jonathan Caldicott
Acting Manager
Multilateral Trustee Operations
The World Bank
1818 H Street, N.W. Washington, D.C. 20433
United States of America
Facsimile Number: +1 (202) 522-2447
Email: jcaldicott@worldbank.org

For the Government:

Mr. Bosco Martí Ascencio
Head of the International Affairs Unit
Secretary of Finance and Public Credit
Insurgentes Sur 1971, Torre III.
Piso 3, Col. Guadalupe Inn, Del. Alvaro Obregon
Mexico City, DF - 01020
Mexico
Facsimile Number: +52 55 3688-1228
Email: bosco_marti@hacienda.gob.mx,

**Article 9
Amendments**

- 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 guaranteeing 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 in writing by an exchange of letters among the Parties.

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

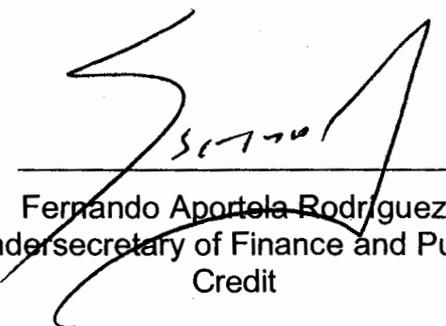
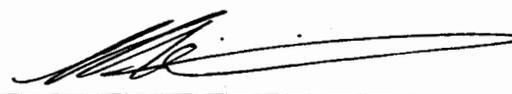
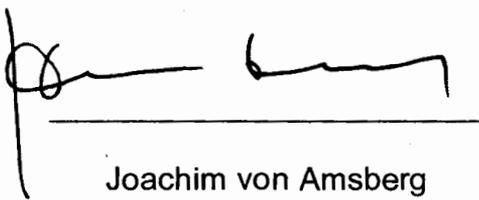
This MoU will enter into force on the date of signature thereof by all the Parties.

Article 12
Duration

This MoU will remain in force throughout the duration of the Fifth 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.

Cg

IN WITNESS WHEREOF the undersigned, being duly authorized thereto, have signed this MoU, in triplicate, each in the Spanish and English languages, being equally identical. In case of discrepancy between the two texts, the English version shall prevail.

<p>FOR THE UNITED MEXICAN STATES GOVERNMENT</p>  <p>Fernando Aportela Rodriguez Undersecretary of Finance and Public Credit</p> <p>In Mexico City, the 7th of August of 2013</p>	<p>FOR THE SECRETARIAT OF THE GLOBAL ENVIRONMENT FACILITY</p>  <p>Naoko Ishii CEO and Chairperson</p> <p>In Mexico City, the 7th of August of 2013</p>
	<p>FOR THE INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT, AS TRUSTEE OF THE GLOBAL ENVIRONMENT FACILITY TRUST FUND</p>  <p>Joachim von Amsberg Vice President, CFP</p> <p>In Washington D.C., the <u>14th of August</u> of 2013</p>

