



## **GEF COUNCIL DECISIONS 1994**

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## 1<sup>st</sup> Council Meeting – July 1994

The first meeting of the Council followed the adoption of the [Instrument for the Establishment of the Restructured GEF](#) and the new governance arrangements agreed upon in Geneva (March 14-16, 1994).

### Decision 1/1994      A proposed Statement of Work

1. The Council reviewed [the proposed schedule of work for the Council](#) during the next twelve months. In reviewing the document, the Council agreed:
  - a. The regular meetings of the Council would be held semi-annually in April and October of each calendar year;
  - b. During its first year of meetings (July 1994 to July 1995), the Council would meet quarterly;
  - c. The two-track approach proposed in the document was considered useful, and would facilitate a balance between strategic policy development and operational activities. It was felt that quality projects should be presented to the Council after these have been carefully designed and prepared;
  - d. The GEF should seek close, collaborative and active relationship with the Climate Change and Biodiversity Conventions;
  - e. The Council at its meeting in October 1994 should give high priority to reviewing and, if possible, adopting guidelines on the project cycle. The project cycle should consider, among other things, the issue of country coordination and the policies of the Implementing Agencies concerning information disclosure and consultation with, and the participation as appropriate of, non-governmental organizations and local communities in the preparation and implementation of projects;
  - f. At its meeting in October 1994, the Council should consider, in addition to the items proposed in Annex 1 of the document, a preliminary policy paper on incremental costs; a checklist addressing the [recommendations set forth in the Independent Evaluation of the GEF](#); and a preliminary issues paper in land degradation (desertification and deforestation). If necessary, it could postpone the consideration of the preliminary issues paper on Climate Change until the Council meeting in January 1995;

- g. As an input to the development of an operational strategy, each Implementing Agency is invited to submit, through the Secretariat, a paper that discusses its strategy for fulfilling the responsibilities assigned to in the Instrument.
    - h. In developing the operational strategies in the four substantive areas the objectives of the Desertification Convention should be taken into account;
    - i. In developing the operational strategies, in particular those for Climate Change, International Waters and Biodiversity, the recommendations of the Conference on Small Islands Developing States should also be taken into account; and
    - j. The Secretariat should update and resubmit for Council consideration the paper which addresses the issue of broad range interaction of non-governmental organizations with the GEF.
2. The Secretariat should prepare a note that more specifically addresses the second track of the work program. This note would include interim guidance for the size of initial financial commitments, type of project/activities to be funded, how “incremental costs” will apply, and distribution among focal areas. In preparing the note the Secretariat would take into account the discussions held at the meeting, and would undertake intensive consultations with the Members, the Secretariats of the Conventions and the Implementing Agencies. The Secretariat will circulate the note well in advance of the next meeting with a request for written comments. On the basis of the comments received the Secretariat will prepare a revised note for consideration at the next Council meeting.

**Decision 2/1994      Draft Rules of Procedure**

1. The Council reviewed the [draft Rules of Procedure](#) (document GEF/C.1/3) prepared by the Secretariat. In reviewing the rules, agreement was reached on the following major amendments:
  - a. Paragraph 2 would be revised to include definitions of “participate”, “attend”, and “observe”;
  - b. Paragraph 6 would specify that the CEO may call special meetings of the Council after consultation with the Members;
  - c. The notice of the date and place of each regular meeting will be given by the CEO eight weeks prior to the meeting, and the notice of the date and place of each special meeting will be given four weeks prior to the meeting;

- d. The Member and Alternate may be accompanied by two advisors;
  - e. Representatives of the Desertification Convention and the Montreal Protocol will be invited to attend the Council meeting; and
  - f. Documentation for the Council meetings will be distributed to all those invited to the meeting in accordance with paragraphs 8 to 13 of the proposed rules of procedure. In accordance with paragraph 9, this would include all Participants in the GEF.
2. The Secretariat will revise the draft rules on the basis of the discussions during the meeting. The revised rules will be transmitted to all those invited to attend the Council meetings six weeks prior to the next Council meeting with a request that comments on the rules be submitted to the Secretariat before the next Council meeting.

**Decision 3/1994      Technical Note on NGO relations with the GEF**

1. In connection with its discussion on the proposed rules of procedure the Council reviewed the [technical note on NGO relations with the GEF](#) (GEF/C.1/4). In reviewing the document, the Council agreed that:
  - a. NGOs have played an important and creative role in the GEF, and this must be sustained and fostered;
  - b. The NGO consultations conducted during the GEF pilot phase proved very useful and need to be continued;
  - c. Council Members generally felt that semi-annual consultations are appropriate, and several Members also noted that value of regional consultations in addition to such consultations;
  - d. With a few exceptions, the Council widely felt that NGOs should be invited to observe Council meeting and that somewhere in the order of 8 NGO observers may be considered appropriate for this purpose; and
  - e. Constraint of funds should not act as a constraint for effective NGO participation in consultative meetings, especially for recipient country NGOs. While some Members expressed a preference for providing funds through the Small Grants Programme, it was broadly considered that it would better promote efficiency of resources and enable the monitoring of its optimal use if the funds for consultations are provided from the Secretariat's administrative budget. Several Members expressed a preference for the use of voluntary funds in financing the consultations.

## **Discussion of the Pilot Phase Work Program**

The Council reviewed the work program for the Pilot Phase and endorsed the work program subject to comments made at the meeting. It was agreed that written comments may be provided by Members to the Secretariat within the next four weeks.

## **Discussion of STAP Issues Paper**

UNEP provided a briefing to the Council on the [issues paper on STAP](#). It was agreed that Members may provide additional comments on the draft issues paper within four weeks.

## **2<sup>nd</sup> Council Meeting – November 1994**

### **Decision 4/1994      Draft Rules of Procedure for the GEF Council**

1. At its second meeting, after reviewing [draft Rules of Procedure](#), the Council adopted the attached Rules of Procedure for the GEF Council.

### **Decision 5/1994      Question of NGO Observers at Council Meetings and NGO Consultations**

1. 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 the pilot phase practice prior to the Council meeting in January 1995.

#### **Decision 6/1994      Proposed GEF Project Cycle**

1. The Council reviewed document GEF/C.2/3, [Proposed GEF Project Cycle](#), and agreed that further work should be undertaken in light of the discussions and a revised paper submitted to the fourth Council meeting in April. Pending the adoption of a final project cycle, the Council agreed that projects could be developed in accordance with the interim project cycle as revised by the Council and attached to this decision.
2. The Council agreed that the Secretariat should establish the Project Development Facility (PDF) with an initial allocation of \$15 million. The Secretariat was requested to submit to the Council meeting in January 1995 a note to further elaborating on the PDF, including criteria for the selection of projects, monitoring of resource allocations, Implementing Agencies best practices on project preparation funding during the project cycle, and regular reporting on PDF activities. It was agreed that no Block C funds would be committed until the Council had reviewed the paper on the PDF at its January meeting.

#### **Decision 7/1994      Role and Mandate of STAP**

1. The Council reviewed document GEF/C.2/4, [Role and Mandate of STAP](#). The Council invited UNEP to revise the paper on the basis of its discussions. UNEP is also requested to proceed with the establishment of STAP on the basis of Option 3 in the paper and the

comments made during the Council review. STAP, once established, is requested to propose for Council approval criteria to guide the selective review of projects by STAP.

#### **Decision 8/1994      Guidance for Programming GEF Resources in 1995**

1. The Council reviewed the proposed programming guidance in document GEF/C.2/5 ([Guidance for Programming GEF Resources in 1995](#)) for the three components. Notwithstanding reservations expressed by certain Members on certain aspects of the document, the Council expressed general support for the ranges of funding. The Council agreed that the funding levels should be indicative figures and not targets. There should be flexibility in the allocation of funds within ranges and between focal areas. The Council approved continued funding for the Small Grants Program subject to the conclusions of an independent review of its pilot phase activities. In addition, international waters should be included under enabling activities. When operational strategies for international waters and land degradation activities are approved by the Council, funding for priority activities would be included in 1995 programming. The Secretariat was requested to inform the Conference of the Parties to the Convention on Biological Diversity and the Framework Convention on Climate Change of the Council's approach to programming of GEF resources in each of the relevant focal areas in 1995 and to invite the Conference of the Parties to consider the categories of activities selected for implementation.

#### **Decision 9/1994      Incremental Costs and Financing Policy Issues**

1. The Council did not review the document ([Incremental Costs and Financing Policy Issues](#)) prepared for this agenda item, but Members were invited to submit written comments to the Secretariat by December 1, 1994. It was agreed that this matter should be included on the agenda of a future Council meeting<sup>1</sup>.

#### **Decision 10/1994      Issues concerning administrative budget management**

1. The Council reviewed document GEF/C.2/7, [Issues Concerning Administrative Budget Management](#), and Members were requested to submit additional comments in writing to the Secretariat by December 1, 1994. During its review, the Council expressed its serious concern with the proposed budgets for the administrative expenditures of the Implementing Agencies for FY95 as presented in Annex C to the document. The Council noted, in particular, that it was unable to judge whether the proposed increases in

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<sup>1</sup> The Council reviewed and adopted Decision 13 / 1995 on Incremental Costs and Financing Modalities at the 4<sup>th</sup> Council Meeting, in May 1995



expenditures were warranted, since the Council did not have before it any information to justify such increases.

2. The Council requests that a full consideration and approval of FY95 administrative budgets be included on the agenda for the next Council meeting. In order to assist the Council in its deliberations, the Secretariat is requested to prepare a detailed analysis of the administrative expenditures and requirements of each of the Implementing Agencies and the Secretariat and to recommend a process for ensuring regular planning, review and analysis of administrative expenditures. The Implementing Agencies are requested to provide the Secretariat with detailed information and supporting documentation so as to enable the Secretariat to assess their proposed expenditures. In providing such information, the Implementing Agencies are requested to breakdown the information in accordance with the budget categories proposed for FY96 on page 4 of the document GEF/C.2/7 with a view to facilitating an assessment of specific categories of expenditures and an identification of opportunities for cost savings among the Agencies.
3. Pending the Council's review and approval of FY95 administrative budgets, the Implementing Agencies are requested not to exceed the levels of administrative expenditures for FY94 by more than 10%, excluding those administrative expenditures relating to the establishment of the new STAP, but not the STAP secretariat, according to the guidance of the Council at this meeting.

**Decision 11/1994      Follow-up to recommendations set forth in the Independent Evaluation of the GEF pilot phase**

1. The Council reviewed document GEF/C.2/8, [Follow-up to Recommendations Set Forth in the Independent Evaluation of the GEF Pilot Phase](#). Council Members were invited to submit written comments on the document to the Secretariat by December 1, 1994. The Council agreed that it would be useful to keep the response to the recommendations of the Evaluation under review through regular reports to the Council, including a more analytical report in July 1995, and the Secretariat was requested to reflect the recommendations in its work on developing GEF policy for Council consideration. The Secretariat and the Implementing Agencies were requested to take the recommendations fully into account as they develop and implement the operational activities of the GEF.

**Decision 12/1994      Scoping of GEF activities concerning International Waters**

1. The Council provided initial comments on the document GEF/C.2/9, [Scoping of GEF Activities concerning International Waters](#). Further written comments were invited by December 1, 1994. The Secretariat was requested to revise the scoping paper on the basis of the discussions of the Council and the comments received in writing, and to submit the revised text and an operational strategy for consideration and approval by the Council at its third meeting.

**Decision 13/1994      Preliminary Issues relating to GEF activities concerning Land Degradation**

1. The Council provided comments on the document GEF/C.2/10, [Preliminary Issues relating to GEF Activities concerning Land Degradation](#). Further written comments were invited by December 1, 1994. The Secretariat was requested to revise the paper on the basis of the discussions of the Council and the comments received in writing, and to submit the revised text and an operational strategy for consideration and approval by the Council at its third meeting.

**Decision 14/1994      Other business**

[Response to Decision 10/3 of the Intergovernmental Negotiating Committee for a Framework Convention on Climate Change at its Tenth Session](#)

1. The Council reviewed the document including the draft report. The Council approved the report for submission to the Intergovernmental Negotiating Committee for a Framework Convention on Climate Change at its eleventh session in February 1995.

[Information Note on Collaboration between the World Bank and the Regional Development Banks in GEF Implementation: A Status Report](#)

2. The Council reviewed the information document, and requested the Secretariat to prepare a paper on the relationship, including the monitoring of GEF resources, between Implementing Agencies and executing agencies identified in paragraph 28 of the Instrument for consideration at its meeting in January 1995.

# Annex

## Attachment to Decision 4/1994

## Rule of Procedure for the GEF Council

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## INTRODUCTION

These rules provide the procedures that will be applied by the Council of the Restructured Global Environment Facility in the conduct of its business. The rules were adopted by the Council at its meeting on November 3, 1994. These rules complement the ones contained in the Instrument for the Establishment of the Restructured Global Environment Facility, 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 Implementing Agencies. The rules that are drawn from the Instrument are presented in this text in boxes with a reference to the appropriate paragraph of the Instrument. It should be noted that the text cited in the boxes is not necessarily the complete text of the referenced paragraph.

## **I. SCOPE**

1. These rules of procedure shall apply to the conduct of business of the Council of the restructured Global Environment Facility.

## **II. DEFINITIONS**

2. For the purposes of these rules:
  - a. "Instrument" means the Instrument for the Establishment of the Restructured Global Environment Facility, 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 Implementing Agencies.
  - b. "GEF" means the restructured Global Environment Facility established in accordance with, and for the purposes set forth in, the Instrument.
  - c. "Council" means the Council of the GEF established in accordance with paragraphs 11 and 15 to 20 of the Instrument.
  - d. "Elected Chairperson" means the Member elected Chairperson by the Council for the duration of a meeting in accordance with paragraph 18 of the Instrument.
  - e. "CEO" means the Chief Executive Officer/Chairperson of the Facility appointed by the Council in accordance with paragraph 21 of the Instrument.
  - f. "Chair" means the Elected Chairperson and/or the CEO, as the case may be, who is responsible for conducting the deliberations of the Council meeting in accordance with paragraph 18 of the Instrument.
  - g. "Trustee" means the International Bank for Reconstruction and Development (IBRD or World Bank) acting as Trustee of the GEF Trust Fund in accordance with paragraph 8 of the Instrument.
  - h. "Implementing Agencies" means the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), and the World Bank in accordance with paragraph 22 of the Instrument.
  - i. "Secretariat" means the Secretariat of the GEF established in accordance with paragraph 21 of the Instrument.
  - j. "Participants" means States that have become Participants in the GEF in accordance with paragraph 7 of the Instrument.

- k. "GEF Trust Fund" means the trust fund established in accordance with paragraph 8 of the Instrument.
- l. "GET" means the Global Environment Trust Fund established for the GEF pilot program by Resolution No. 91-5 of the Executive Directors of the World Bank.
- m. "STAP" means the Scientific and Technical Advisory Panel established by UNEP in accordance with paragraph 24 of the Instrument.
- n. "Attend" means that a representative shall be permitted to be present in the Council meeting room and, at the invitation of the Chair, may address the Council.
- o. "Observe" means that a representative shall be permitted to observe the Council proceedings from a viewing room. At the invitation of the Chair, an observer may address the Council.
- p. "Meeting" means any regular or special meeting of the Council.
- q. "Session" means a period of a meeting.

### III. COUNCIL

#### Members and Alternates

***Paragraph 16 of the Instrument provides:***

The Council shall consist of 32 Members, representing constituency groupings formulated and distributed taking into account the need for balanced and equitable representation of all Participants and giving due weight to the funding efforts of all donors. There shall be 16 Members from developing countries, 14 Members from developed countries, and 2 Members from the countries of central and eastern Europe and the former Soviet Union, in accordance with Annex E. There shall be an equal number of Alternate Members. The Member and Alternate representing a constituency shall be appointed by the Participants in each constituency. Unless the constituency decides otherwise, each Member of the Council and each Alternate shall serve for three years or until a new Member is appointed by the constituency, whichever comes first. A Member or Alternate may be reappointed by the constituency. Members and Alternates shall serve without compensation. The Alternate Member shall have full power to act for the absent Member.

- 3. In the event that both a Member and his/her Alternate are unable to attend a Council meeting, the Member may designate a temporary Alternate to act for him/her.

4. Except as may be expressly provided otherwise in these rules, any reference in these rules to a Member shall be deemed to include his/her Alternate or temporary Alternate when such Alternate acts for such Member.

## Constituencies

***Annex E, paragraph 1, of the Instrument provides:***

GEF Participants shall be grouped in 32 constituencies, with 18 constituencies composed of recipient countries (referred to as “recipient constituencies”) and 14 constituencies composed principally of non-recipient countries (referred to as “non-recipient constituencies”).

***Annex E, paragraph 6, of the Instrument provides:***

The grouping of constituencies as communicated to the Secretariat, including any adjustments pursuant to paragraph 8 of this Annex, shall be subject to confirmation by the Council after the effective date of the establishment of the GEF Trust Fund, taking into account the instruments deposited in accordance with Annex A to the Instrument.

***Annex E, paragraph 8, of the Instrument provides:***

Any State that becomes a Participant in accordance with paragraph 7 of the Instrument after the formation of constituencies pursuant to paragraphs 3 to 6 above shall, after consultation with the Participants in the constituency concerned, notify the Secretariat as regards the constituency in which it wishes to be grouped and shall be grouped in that constituency subject to agreement by the Participants in that constituency and subsequent confirmation by the Council at its next meeting.

5. At its first meeting after the effective date of the establishment of the GEF Trust Fund, the grouping of constituencies shall be subject to confirmation by the Council. At any meeting subsequent to notification to the Secretariat by a Member that a Participant has joined the Member’s constituency, that notification shall be subject to confirmation by the Council.

## IV. MEETINGS

### Frequency

***Paragraph 17 of the Instrument provides:***

The Council shall meet semi-annually or as frequently as necessary to enable it to discharge its responsibilities.

6. The CEO shall convene two regular meetings of the Council in each calendar year. Such meetings shall normally be convened in April and October. Special meetings of the

Council may be called by the CEO, after consultation with Members, when necessary decisions have to be made that cannot await adoption in a regular meeting or that are not taken pursuant to paragraphs 34 through 36.

7. The CEO shall give notice of the date of each regular meeting of the Council not less than eight weeks prior to the date of such meeting. The CEO shall give such notice for any special meeting of the Council not less than four weeks prior to the date of such meeting. Notice shall be conveyed to all those invited to the meeting in accordance with paragraphs 8 to 13 below.

### **Attendance**

8. Council meetings shall be open to Members, Alternates, and the CEO or his/her representative. Two advisors may accompany each Member.
9. Representatives of each of the Participants shall be invited to observe the Council meetings.
10. Representatives of the Implementing Agencies, the Trustee, STAP, and the Evaluation Office shall be invited to attend the Council meetings.
11. Consistent with paragraph 27 of the Instrument, representatives of the United Nations Framework Convention on Climate Change and the Convention on Biological Diversity shall, on a reciprocal basis, be invited to attend the Council meetings and, as appropriate, to make a general introductory statement at each regular Council meeting and shall be provided with an opportunity after their statements to respond to questions from Members. In addition, such representatives, subject to paragraphs 25 and 26, may intervene in the discussions of relevant agenda items before the Council.
12. Representatives of the Montreal Protocol on Substances that Deplete the Ozone Layer and its Multilateral Fund; the United Nations Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, particularly in Africa; and the United Nations Commission on Sustainable Development shall also be invited to attend the Council meetings.
13. The CEO may, in consultation with the Council, invite representatives of other organizations and entities, including nongovernmental organizations, to attend or observe the Council meetings.



## Executive sessions

14. Executive sessions of Council meetings may be held by decision of the Council. Executive sessions shall be open to Members, Alternates, advisors, and the CEO or his/her representative. The Council may invite representatives of bodies referred to in paragraphs 10 to 12 to attend an executive session. The CEO may designate an official of the Secretariat to serve as the Secretary of an executive session.

## Quorum

***Paragraph 17 of the Instrument provides:***

Two-thirds of the Members of the Council shall constitute a quorum.

## V. AGENDA FOR MEETINGS

15. A provisional agenda for each regular meeting of the Council shall be prepared by the CEO, and a copy of such provisional agenda, together with the notice of the meeting, shall be transmitted to all those invited to the meeting in accordance with paragraphs 8 to 13 of these rules.
16. Additions to the provisional agenda of a regular meeting may be proposed to the CEO by any Member and incorporated in the final agenda provided that the Member shall give notice thereof to the CEO not less than 14 days prior to the date fixed for the opening of the meeting. The final agenda for the meeting shall be transmitted by the CEO to all those invited to the meeting in accordance with paragraphs 8 to 13 of these rules seven days prior to the date fixed for the opening of the meeting.
17. An agenda for each special meeting of the Council shall be prepared by the CEO, and a copy of such agenda, together with the notice of the meeting, shall be transmitted to all those invited to the meeting in accordance with paragraphs 8 to 13 of these rules.
18. The Council shall, at the beginning of each meeting, adopt the agenda for the meeting.
19. Any item included on the agenda for a meeting of the Council, consideration of which has not been completed at that meeting, shall, unless the Council decides otherwise, be automatically included on the provisional agenda for the next meeting.

## VI. TRANSMITTAL OF DOCUMENTS

20. The CEO shall transmit the documentation relating to items on the provisional agenda to all those invited to the meeting in accordance with paragraphs 8 to 13 of these rules at least four weeks before the start of a regular meeting and as soon as possible before a

special meeting. The CEO shall transmit documentation relating to new items on a final agenda at the time of transmitting that agenda.

## **VII. ELECTED CHAIRPERSON**

***Paragraph 18 of the Instrument provides:***

At each meeting, the Council shall elect a Chairperson from among its Members for the duration of that meeting. The position of elected Chairperson shall alternate from one meeting to another between recipient and non-recipient Council Members.

21. For purposes of this paragraph and paragraph 18 of the Instrument, the non-recipient Members shall include the Members from developed countries and the Members from countries of central and eastern Europe and the former Soviet Union. The Members from the group that is entitled to the position of elected Chairperson for any meeting shall nominate a Member to be elected by the Council at that meeting.

22. The elected Chairperson shall serve in the meeting in that capacity, without the right to vote. The Alternate to the Member elected Chairperson shall act for the Member in the meeting. If during the meeting the elected Chairperson should no longer be able to serve in that capacity, the group that is entitled to the position for such meeting shall nominate another Member to serve as elected Chairperson.

## **VIII. CHIEF EXECUTIVE OFFICER/CHAIRPERSON OF THE FACILITY (CEO)**

***Paragraph 21 of the Instrument provides:***

The CEO shall be appointed to serve for three years on a full-time basis by the Council on the joint recommendation of the Implementing Agencies. Such recommendation shall be made after consultation with the Council. The CEO may be reappointed by the Council. The CEO may be removed by the Council only for cause.

## **IX. SECRETARY OF THE COUNCIL MEETINGS**

23. An official of the Secretariat designated by the Chief Executive Officer shall serve as Secretary of the Council meetings.

## **X. LANGUAGES**

24. Interventions shall be made at the Council meetings in either English, French, or Spanish and shall be interpreted into the other two languages.

## XI. CONDUCT OF BUSINESS

### Chair of deliberations

***Paragraph 18 of the Instrument provides:***

The elected Chairperson shall conduct deliberations of the Council at that meeting on issues related to Council responsibilities listed in paragraphs 20(b), (g), (i), (j), and (k). The position of elected Chairperson shall alternate from one meeting to another between recipient and nonrecipient Council Members. The Chief Executive Officer of the Facility (CEO) shall conduct deliberations of the Council on issues related to Council responsibilities listed in paragraphs 20(c), (e), (f) and (h). The elected Chairperson and the CEO shall jointly conduct deliberations of the Council on issues related to paragraph 20(a).

***Paragraph 20 of the Instrument provides:***

The Council shall:

- a) keep under review the operation of the Facility with respect to its purposes, scope, and objectives;
- b) ensure that GEF policies, programs, operational strategies, and projects are monitored and evaluated on a regular basis;
- c) review and approve the work program referred to in paragraph 29, monitor and evaluate progress in the implementation of the work program, and provide related guidance to the Secretariat, the Implementing Agencies, and the other bodies referred to in paragraph 28, recognizing that the Implementing Agencies will retain responsibility for the further preparation of individual projects approved in the work program;
- d) arrange for Council Members to receive final project documents and within four weeks transmit to the CEO any concerns they may have prior to the CEO endorsing a project document for final approval by the Implementing Agency;
- e) direct the utilization of GEF funds, review the availability of resources from the GEF Trust Fund, and cooperate with the Trustee to mobilize financial resources;
- f) approve and periodically review operational modalities for the Facility, including operational strategies and directives for project selection; means to facilitate arrangements for project preparation and execution by organizations and entities referred to in paragraph 28; additional eligibility and other financing criteria in

accordance with paragraphs 9(b) and 9(c), respectively; procedural steps to be included in the project cycle; and the mandate, composition, and role of STAP;

- g) act as the focal point for the purpose of relations with the Conferences of the Parties to the conventions referred to in paragraph 6, including consideration, approval, and review of the arrangements or agreements with such Conferences, receipt of guidance and recommendations from them, and compliance with requirements under these arrangements or agreements for reporting to them;
- h) in accordance with paragraphs 26 and 27, ensure that GEF-financed activities relating to the conventions referred to in paragraph 6 conform with the policies, program priorities, and eligibility criteria decided by the Conference of the Parties for the purposes of the convention concerned;
- i) appoint the CEO in accordance with paragraph 21, oversee the work of the Secretariat, and assign specific tasks and responsibilities to the Secretariat;
- j) review and approve the administrative budget of the GEF and arrange for periodic financial and performance audits of the Secretariat and the Implementing Agencies with regard to activities undertaken for the Facility;
- k) in accordance with paragraph 31, approve an annual report and keep the UN Commission on Sustainable Development apprised of its activities; and
- l) exercise such other operational functions as may be appropriate to fulfill the purposes of the Facility.

### **Interventions**

25. Debate shall be confined to the question before the Council, and the Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

26. With the consent of the Council, the Chair may limit the time allowed to speakers and the number of times a speaker may speak on any question.

### **Closure of list of speakers**

27. During the course of a debate, the Chair may announce the list of speakers and, with the consent of the Council, declare the list closed. When there are no more speakers on the list, the Chair shall declare the debate closed.

## XII. DECISIONS OF THE COUNCIL

***Paragraph 25(b) of the Instrument provides:***

Decisions of the Assembly and the Council shall be taken by consensus. In the case of the Council if, in the consideration of any matter of substance, all practicable efforts by the Council and its Chairperson have been made and no consensus appears attainable, any Member of the Council may require a formal vote.

***Paragraph 25(c) of the Instrument provides:***

Unless otherwise provided in the Instrument, decisions requiring a formal vote by the Council shall be taken by a double weighted majority, that is, an affirmative vote representing both a 60 percent majority of the total number of Participants and a 60 percent majority of the total contributions.

Each Member of the Council shall cast the votes of the Participant or Participants he/she represents. A Member of the Council appointed by a group of Participants may cast separately the votes of each Participant in the constituency he/she represents.

For the purpose of voting power, total contributions shall consist of the actual cumulative contributions made to the GEF Trust Fund as specified in Annex C to the Instrument and in subsequent replenishments of the GEF Trust Fund, contributions made to the GET, and the grant equivalent of co-financing and parallel financing made under the GEF pilot program, or agreed with the Trustee, until the effective date of the GEF Trust Fund. Until the effective date of the GEF Trust Fund, advance contributions made under paragraph 7(c) of Annex C of the Instrument shall be deemed to be contributions to the GET.

28. The Chair shall ascertain a consensus. Whenever decisions require a formal vote, the written text of the motion shall be distributed to all Members. Except in the case of a proposed decision transmitted in accordance with paragraphs 34 to 36, a formal vote shall only be taken at the Council meeting succeeding the meeting at which the written motion is distributed.
29. If an amendment to a proposal before the Council is presented by a Member or Members, voting shall take place first on this amendment. In case of more than one amendment, voting shall take place first on the amendment farthest removed from the original proposal.

### **Method of voting**

30. Voting shall be by roll-call, which shall be taken in alphabetical order of the names of the Members, beginning with the Member whose name is drawn by lot by the Chair. The name of each Member shall be called in all roll-calls, and he/she shall indicate the votes ("yes" or "no"), abstention, or non-participation of the Participants in the constituency.
31. Votes cast by each Member on behalf of each Participant participating in a roll-call shall be recorded in the Chairs' joint summary of the meeting.

### **Conduct of voting**

32. The Chair shall announce the start of voting, after which no one shall be permitted to intervene until the results of the vote have been announced, unless an issue is raised in connection with the process of voting.
33. Members may, before the announcement of the start of voting or after the results of the vote have been announced, make brief statements consisting solely of explanation of their votes.

### **Decisions without meeting**

34. Whenever, in the judgment of the CEO, a decision must be taken by the Council which should not be postponed until the next regular meeting of the Council but does not warrant the calling of a special meeting of the Council, the CEO shall transmit to each Member by any rapid means of communication a proposed decision with an invitation to approve the decision on a no-objection basis. Such communication shall also be transmitted to all those who would be invited to a meeting in accordance with paragraphs 8 to 13.
35. Each Member's comments on the proposed decision on behalf of his/her constituency shall be sent to the CEO during such period as the CEO may prescribe, provided such period is not less than two weeks.
36. At the expiration of the period prescribed for comments, the decision shall be approved unless there is an objection. If there is an objection raised by any Member or if replies are not received from at least two-thirds of the Members, the CEO shall include consideration of the proposed decision as an item on the agenda for the next meeting of the Council. The CEO shall notify all those that received the communication referred to in paragraph 34 of the action he/she takes pursuant to this paragraph.

### **XIII. RECORD OF THE MEETING**

37. Before the end of each meeting, the Chairs shall present a joint summary of the main discussions and conclusions of the meeting. Any decision approved by the Council at a meeting shall be appended to the Chairs' joint summary. The Chairs' joint summary and the Council decisions shall be a public document.
38. The Secretariat will arrange for sound recordings of the proceedings of each meeting. The sound recordings of the meetings of the Council shall be kept by the Secretariat.

### **XIV. AMENDMENTS TO THE RULES**

39. These rules may be amended by consensus of the Council.

### **XV. OVERRIDING AUTHORITY OF THE INSTRUMENT**

40. In the event of any conflict between any provision of these rules and any provision of the Instrument, the provisions of the Instrument shall prevail.

## **Attachment to Decision 6/1994 Interim Project Cycle**

### **STEPS AND DECISION POINTS IN THE “INTERIM” PROJECT/PROGRAM CYCLE**

- Council approves establishment and policy framework for PDF taking fully into account this Interim Project Cycle and the Council decision on the project cycle.

#### **Phase One Steps** (project concept to work program submission):

- Government endorses and/approves project/program concept(s) and their preparation. Subject to Government approval, PDF funds could be used for this purpose.
- GEFOP recommends allocations for further development of project concept and project/program development. Secretariat approves allocations.
- Government endorses project proposal prior to presentation to GEFOP for consideration with a view to including the proposal in a joint work program.
- STAP is member of GEFOP and, through its expert roster, reviews each project/program to determine technical and scientific soundness of project concepts and proposals. STAP chair provides report to Council.
- Council approves work program submission including all project/program proposals in work program.

#### **Phase Two Steps** (approval by Council of project/program proposal to final Implementing Agency Approval)

- Implementing Agency follows own rules with respect to approval of projects.
- Council can review project prior to final approval if at least four Members request.

#### **Phase Three Steps** (from project approval to project completion)

- Responsibility for project implementation rests typically with country-level institution, agency or company.
- Implementing Agencies are responsible for supervision of projects.
- Secretariat, in collaboration with Implementing Agencies, reviews each year all projects in the GEF portfolio with a view to determining progress, status of implementation and proposed project modifications. The review also assists Secretariat in assessing the effectiveness of its Operational Policy Guidelines (OPGs). Findings of the review are



incorporated into a GEF Annual Report submitted to the Council for review and approval.

### **Monitoring and evaluation**

- Council will approve a paper on Monitoring and Evaluation (M&E) Guidelines throughout the “interim” Project Cycle. M&E reports will be available to Council.

### **Operational Policy Guidelines (OPGs)**

- Secretariat will prepare and issue OPGs to provide guidance to Implementing Agencies on minimum standards for GEF operations which will be applied by the Implementing Agencies in a manner consistent with their own operational policies and directives.
- Council will, in the context of its discussion of the Annual Report, review the effectiveness and direction of the OPGs.
- For the “interim” Project Cycle OPGs will be issued on those items noted in the Project Cycle paper. OPGs will be sent to Council for information.

## **UNDERSTANDINGS ON THE “INTERIM” GUIDANCE OF THE IMPLEMENTATION OF THE GEF PROJECT/PROGRAM CYCLE**

1. Council reviewed the paper “the GEF Project Cycle” and noted that it presents a useful framework. However, the GEF project/program cycle will continue to evolve over time and continued development, clarification and modifications will be needed. Therefore Council has agreed to the following interim guidance pending a final decision on the project cycle.

### **A. The Central Importance of a “Country Driven” Project/Program Cycle**

2. The two key aspects of a “country driven” project cycle are:
  - (i) All project concepts under review for GEF funding must be endorsed and/or approved by the host government.
  - (ii) All project concepts and proposals must “fit” into a national strategic framework and be considered by government as priority. Such proposals could be developed through a national consultative process.
  - (iii) In the case of regional and global projects, the commitment of countries to regional/global objectives, institutions and/or frameworks would be stressed.

## **B. Phases of the Interim Project Cycle**

3. The three phases are:

### Phase One (Preparation):

Project Development Fund to be established provided that

- Priority is given to the development and appropriate distribution of the GEF information kit.
- Eligible expenditure items are clearly identified and are linked to in-country project development expenditures and do not substitute for Implementing Agency and/or executing agency administrative overhead.
- Funding thresholds of \$50,000 for Block A components, \$350,000 for Block B component and \$1 million for Block C components are treated as “ceilings” not entitlements and that Implementing Agencies program such funds efficiently.
- PDF funds could also be utilized by national entities to prepare programs in order that GEF funded activities are clearly linked to national programs and priorities.
- \$15 million be allocated initially to the PDF but that at the end of its first year of operation the PDF be comprehensively reviewed and evaluated.
- At each meeting Council be informed of progress and status of implementation of the PDF.
- The period between project initiation and approval within the work program be kept under continuous review with a view to expediting project preparation to the greatest extent possible and to eliminating bottlenecks.
- Secretariat consults with Implementing Agencies and then develops and issues relevant OPGs.

### Phase Two (Project Approval):

- Each implementing agency will conduct the project approval process according to its own rules and consistent with Article 30 of the Instrument with respect to endorsement by CEO and review by Council prior to final project approval.

### Phase Three (Implementation):

- An annual review of project performance will be undertaken by the Secretariat during its first year of the “interim” project cycle. The results will be

incorporated into the Annual Report of the GEF for discussion and approval by Council.

### **C. Monitoring and Evaluation**

- A Monitoring and Evaluation paper will be sent to Council for consideration and approval at its Fourth meeting. The paper will propose evaluation criteria applicable to all aspects of the Project Cycle and, once approved, will be implemented.

### **D. The role of STAP**

- Secretariat will ensure that STAP's role in the "interim" project cycle fully conforms to the Council agreements reached with respect to the paper "[the Role and Mandate of STAP](#)".

### **E. The role of the GEF Operations Committee (GEFOP)**

- GEFOP will be established immediately.
- GEFOP will include representatives of each Implementing Agency and the Chairperson (or his/her designate) of STAP.
- Representatives of the Biological Diversity Convention and of the Climate Change Convention will be invited to attend all relevant GEFOP meetings.