



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

GEF/C.63/Inf.11
November 02, 2022

63rd GEF Council Meeting
November 28 – December 02, 2022
Virtual Meeting

CO-CHAIR HANDOVER GUIDE

Background

1. In its [Decision 8/2018](#), the Council established an *Ad Hoc* Working Group on Governance to follow up on the findings of OPS6 regarding the governance of the GEF Partnership and to make recommendations for consideration by Council to further improve efficiency, accountability and transparency.
2. In its [Decision 11/2020](#) the Council extended the mandate of the Ad-hoc Working Group on Governance till the end of December 2020. In its [Decision 22/2020](#) the Council agreed to pilot for one year an adjusted co-chairing arrangement and to appoint the elected Chairperson from among its Members for the duration of one year instead of just one meeting, in order to facilitate a stronger involvement of the elected Chairperson in providing input into agenda, the chairing of the meeting and the meeting report, as well as to consider at its 61st Meeting an assessment of the pilot and proposed options for the future including but not limited to recommending to amend paragraph 18 of the governing Instrument.
3. In its [Decision 23/2020](#), the Council extended the mandate of the Ad-hoc Working Group on Governance till June 30, 2022. It further decided that the Working Group would, *inter alia*, follow the pilot on co-chairing arrangements and make recommendations to the Council at its 61st session as may be necessary and propose any additional actions that contribute to an improved and strengthened governance of the GEF partnership including accountability, transparency in programming decisions, review criteria and selection of agencies and of projects, respective roles and functions of and interaction between the GEF Assembly, GEF Council, GEF Secretariat, GEF Agencies and GEF focal points.
4. At its 62nd Session, the Council adopted [Decision 16/2022](#) whereby it extended the co-chairing arrangement pilot until the 65th Council meeting and requested the GEF Secretariat to prepare, in consultation with the current and the previous elected co-Chairperson, a manual containing critical information for the elected co-Chairperson on the expectations and responsibilities attached with the role of the elected co-Chairperson to facilitate the handover from one co-Chairperson to the next.

Co-Chair Handover guide

1. Exchange views with the previous Co-Chair and other Council Members who have held that position.
After a new co-chair has been elected by Council decision, he/she will communicate directly with predecessor(s) to exchange views and receive any advice.
2. Exchange views with the GEF CEO and Council Chair and agree on the best way to discharge the duties of co-chair.
After a new Co-Chair has been elected by Council decision, he/she will communicate with the CEO and Chair to discuss the best way of working together. The Co-Chair may also wish to communicate with the Secretary of the Council.
3. Meet regularly with the CEO and Leadership team when the Council Agenda is being prepared.
Based on the conversations held under items 1 and 2 above, a schedule of meetings may be established to ensure the Co-Chair is well informed of all Council preparations. The Co-Chair will receive and review copies of all drafts of the Council Agenda.
4. Receive copies of the Council Documents before they are posted and offer comments and suggestions.
The CEO and the Secretary to the Council will send the Co-chair advanced draft versions of all Council documents with sufficient time for the Co-Chair to provide comments, as appropriate.
5. Receive and review a copy of the timetable and draft script that guides the execution of the agenda.
The Secretary to the Council will send the Chair and Co-Chair a draft version of the timetable and the script for the Council meeting for their comments and suggestions.
6. Participate in Council preparation/rehearsal meetings.
The Chair and Co-Chair of the Council will schedule one or more virtual meetings, as may be necessary, to review the schedule and roles of all staff involved in the preparation of the Council.
7. Participate in Pre- Council consultations by the CEO.
The Co-Chair will be invited to any consultations held by the Chair with Council Members in preparation of the Council meeting.

8. Agree with CEO on distribution of chairing responsibilities during the Council meeting.
During the exchanges and meetings mentioned above, the Chair and Co-Chair will agree on the distribution of roles during the Council meeting.
9. Participate in debriefing meetings held at the end of each Council meeting day.
The Co-Chair will be invited to attend a debriefing after each meeting day of the Council.
10. Review Joint Summary of the Council Co-Chairs before distribution.
11. At the end of each year, the Co-Chair may provide views and comments that could be useful for the future Co-Chairs. These will be collected in an Annex to this document. This document will be reposted with the updated Annex and any other amendments as an Information Document for the first meeting of each year.