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Rules of Procedure for the GEF Assembly

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INTRODUCTION

The *Instrument for the Establishment of the Restructured Global Environment Facility* provides for the convening of an Assembly of all Participants to review GEF's general policies, review and evaluate its operation, keep under review its membership, and consider for approval amendments to the present Instrument. These rules provide the procedures that will be applied by the GEF Assembly in the conduct of its business. The rules were adopted by the participants in the First Assembly of the Global Environment Facility, which was held in New Delhi, India, April 1 to 3, 1998, and amended by the participants in the Second Assembly of the Global Environment Facility, which was held in Beijing, China, October 16 to 18, 2002.¹

¹ The amendment revised paragraph 5.

I. SCOPE

1. These rules of procedure shall apply to the conduct of business of the Assembly of the Global Environment Facility (GEF).

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. “Chair” means the Representative elected Chairperson by the Assembly for the duration of a meeting in accordance with paragraph 13 of the Instrument.
 - d. “CEO” means the Chief Executive Officer/Chairperson of the Facility appointed by the GEF Council in accordance with paragraph 21 of the Instrument.
 - e. “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.
 - f. “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.
 - g. “Secretariat” means the Secretariat of the GEF established in accordance with paragraph 21 of the Instrument.
 - h. “Participants” means States which have become Participants in the GEF in accordance with paragraph 7 of the Instrument.
 - i. “GEF Trust Fund” means the trust fund established in accordance with paragraph 8 of the Instrument.

- j. “STAP” means the Scientific and Technical Advisory Panel established by UNEP in accordance with paragraph 24 of the Instrument.
- k. “Attend” means that a representative shall be permitted to be present in the Assembly meeting room and, at the invitation of the Chair, may address the Assembly.
- l. “Observe” means that a representative shall be permitted to observe the Assembly proceedings from a viewing room. At the invitation of the Chair, an observer may address the Assembly.
- m. “Meeting” means any regular or special meeting of the Assembly.
- n. “Session” means a period of a meeting.
- o. “Major groups” means the nine major groups identified in Chapters 23-32 of Agenda 21.

III. ASSEMBLY

Attendance

Paragraph 13 of the Instrument provides:

The Assembly shall consist of Representatives of all Participants. ...Each Participant may appoint one Representative and one Alternate to the Assembly in such manner as it may determine. Each Representative and each Alternate shall serve until replaced.

- 3. Assembly meetings shall be open to accredited Representatives and Alternates of all Participants. Two advisors may accompany each Representative in the meeting room during any session. Other advisors may observe the sessions of the Assembly from a viewing room.
- 4. Assembly meeting shall be open to the CEO and his/her representatives.

5. Representatives of the following shall be invited to the Assembly meetings:
 - a. Implementing Agencies,
 - b. Executing Agencies operating under expanded opportunities,
 - c. Trustee,
 - d. STAP,
 - e. Convention on Biological Diversity,
 - f. United Nations Framework Convention on Climate Change,
 - g. Stockholm Convention on Persistent Organic Pollutants,
 - h. United Nations Convention to Combat Desertification,
 - i. Montreal Protocol on Substances that Deplete the Ozone Layer and its Multilateral Fund,
 - j. United Nations Commission on Sustainable Development,
 - k. United Nations Specialized Agencies that have participated in GEF projects,
 - l. Other funding organizations, including bilateral development agencies, that have participated in GEF projects, and
 - m. Accredited NGOs, including representatives of major groups as described in Section III of Agenda 21.

The CEO may, in consultation with the Council, invite representatives of other organizations and entities to observe the Assembly meetings.

Credentials

6. The credentials of Representatives and the names of Alternates and advisors shall be submitted to the CEO not less than three days before the first session they are to attend. The Bureau shall examine the credentials and submit a report thereon to the Assembly.

Frequency

Paragraph 13 of the Instrument provides:

The Assembly shall meet once every three years.

7. The CEO shall give notice of the date of each Assembly not less than sixteen weeks prior to the date of such Assembly. Notice shall be conveyed to all those invited to the Assembly in accordance with paragraph 3 to 5 above.

IV. AGENDA FOR MEETINGS

8. A provisional agenda for each Assembly meeting shall be prepared by the CEO and approved by the Council. 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 3 to 5 of these rules.
9. Additions to the provisional agenda may be proposed to the CEO by any Participant and incorporated in the final provisional agenda, provided that the Participant shall give notice thereof to the CEO not less than four weeks prior to the date fixed for the opening of the meeting. The CEO may also propose additions to the provisional agenda of the meeting. The final provisional agenda for the meeting shall be transmitted by the CEO to all those invited to the meeting in accordance with paragraphs 3 to 5 of these rules two weeks prior to the date fixed for the opening of the meeting.
10. The Assembly shall, at the beginning of each meeting, adopt the agenda for the meeting.

V. TRANSMITTAL OF DOCUMENTS

11. The CEO shall transmit the documentation relating to items on the provisional agenda to all those invited to the meeting in accordance with paragraph 3 to 5 of these rules at least six weeks before the start of the meeting. The CEO shall transmit documentation relating to new items on a final provisional agenda at the time of transmitting that agenda.

VI. ELECTIONS

12. At the commencement of its meeting, the Assembly shall elect a Chair and two vice-Chairs from among the Representatives attending the meeting: one vice-Chair shall be a Representative of a recipient country Participant, and one vice-Chair shall be a Representative of a non-recipient country Participant. The Chair and vice-Chairs shall constitute the Bureau of the meeting.
13. The Chair shall decide on any special responsibilities of vice-Chairs.
14. The Chair shall serve in the meeting in that capacity, without the right to vote. The Alternate to the Representative elected Chair shall act for the Representative in the meeting. If the Chair finds it necessary to be absent during a session or any part thereof, he/she shall designate one of the vice-Chairs to take his/her place.

VII. SECRETARIAT

15. The CEO shall act in that capacity in all meetings of the Assembly and shall serve as an ex-officio member of the Bureau of the meeting. The CEO may authorize an official of the Secretariat to act in his place at meetings of the Assembly.
16. An official of the Secretariat designated by the CEO shall serve as Secretary of the Assembly.

VIII. LANGUAGES

17. Documentation for the Assembly will be made available in Arabic, Chinese, English, French, Russian, and Spanish. Interventions shall be made at the Assembly meetings in either Arabic, Chinese, English, French, Russian, or Spanish and shall be interpreted into the other five languages.

IX. CONDUCT OF BUSINESS

18. The Chair shall preside over the meetings of the Assembly.

Interventions

19. The Chair shall call upon Representatives in the order in which they indicate their desire to speak. The Chair may also, at his/her discretion, call upon representatives of organizations and groups listed in paragraph 5 to speak.
20. Debate shall be confined to the question before the Assembly, and the Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
21. With the consent of the Assembly, 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

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

X. DECISION OF THE ASSEMBLY

Paragraph 25(b) of the Instrument provides:

Decisions of the Assembly ... shall be taken by consensus.

Proposed recommendations of the Council

23. The Council shall prepare for consideration by the Assembly its proposed recommendations and draft decisions concerning the issues under review by the Assembly.

XI. RECORD OF THE MEETING

24. Before the end of each meeting, the Chair shall prepare, in consultation with the Bureau, and present a summary of the main discussions and conclusions of the meeting. Any recommendation/decision approved by the Assembly at a meeting shall be appended to the Chair's summary. The Chair's summary and the Assembly's recommendations/decisions shall be a public document.
25. The Secretariat will arrange for sound recordings of the proceedings of each meeting. The sound recordings of the meetings of the Assembly shall be kept by the Secretariat.

XII. AMENDMENTS TO THE RULES

26. These rules may be amended by consensus of the Assembly.

XIII. OVERRIDING AUTHORITY OF THE INSTRUMENT

27. 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.