

Policy: OP/PL/01

Approved on December 20, 2018

# PROJECT AND PROGRAM CYCLE POLICY

# GEF Project and Program Cycle Policy (OP/PL/01)

**Summary** This Policy sets out the rules governing the cycles for GEF-financed

Projects and Programs.

**Approved by** GEF Council (55<sup>th</sup> Council meeting)

**Approval Date** December 20, 2018

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**Applicability** All new GEF-financed activities submitted on or after the date of

effectiveness.

**Council Document** Policy Measures to Enhance Operational Efficiency, Accountability

and Transparency (GEF/C.55.04/Rev.01)

**Related Documents** Project and Program Cycle Guidelines

Project Cancellation Policy (OP/PL/02)

Agency Fee Policy (FI/PL/03)

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#### **DEFINITIONS**

**Agency Fee** means the financial resources provided to the Agency in connection with the implementation of a GEF project.

**Convention** means an international environmental agreement as defined in the Instrument.

**CEO Endorsement Request** means the applicable document that sets forth a fully developed Full-sized Project that is requesting endorsement for GEF financing.

**Child Project** means an individual project under a Program.

**Enabling Activity (EA)** means a project for the preparation of a plan, strategy or report to fulfill commitments under a Convention.

**EA Approval Request** means the applicable document that sets forth a fully developed Enabling Activity that is requesting approval for GEF financing.

**First Disbursement** means the earliest date on which (a) the first transfer/disbursement of GEF funds to the project Executing Agency takes place, or (b) the first direct payment that is made with GEF funds to suppliers of goods and/or services for the project.

Full-sized Project (FSP) means a GEF Project Financing of more than two million US dollars.

**GEF Agency** means an institution eligible to request and receive GEF resources directly from the GEF Trustee on behalf of an eligible recipient for the design and implementation of GEF-financed projects.

**GEF Operational Focal Point (OFP)**: means a government official nominated by a GEF Participant (as defined by the Instrument) who acts as the principal contact point for GEF activities in the country.

**GEF Project** means an activity or set of activities that promote the achievement of the purposes of the GEF for which resources from any of the Trust Funds operated by the GEF has been requested by the Agency on behalf of an eligible recipient and/or approved by the GEF Council or the CEO.

**Global Environmental Benefits** means positive outcomes of global reach derived from financial investments in environmental sustainability at the local, national, regional and global levels.

**Guidelines** means additional instructions, procedural steps, and explanatory information to assist partners in the implementation of this Policy.

**Intersessional Work Program** means a group of individual FSP PIFs that is proposed by the Secretariat and presented to the GEF Council in between Council meetings for its approval by mail.

Lead Agency means an Agency that coordinates all activities under a Program.

**Major Amendment** means a change in project design or implementation that has a significant impact on the project's objectives or scope, or an increase of the GEF Project Financing of more than five percent.

**Medium-sized Project (MSP)** means a GEF Project Financing of less than or equivalent to two million US dollars.

**MSP Approval Request** means the applicable document that sets forth a fully developed Medium-sized Project that is requesting approval for GEF financing.

**Project Document** means the applicable GEF Agency document containing final plans for a project, including rationale, budgets, and implementation arrangements submitted for CEO endorsement or approval.

**Project Executing Entity** means an organization that executes a GEF Project, or portions of it, under the supervision of an Agency, including national or sub-national government agencies, civil society organizations (CSOs), private sector entities, or academic institutions, among others.

**Project Financing** means the resources provided to a GEF Project to support its implementation. It does not include Project Preparation Grants or Agency Fees.

**Project Identification Form (PIF)** means the applicable document that sets forth the concept of a FSP or MSP that is requesting GEF financing.

**Project Preparation Grant (PPG)** means the funding provided to support the preparation of a FSP or MSP.

**Program** means a longer-term and strategic arrangement of individual yet interlinked projects that aim at achieving large-scale impacts on the global environment.

**Program Commitment Deadline** means the date included in a Program Framework Document before which GEF Agencies participating in a Program are required to submit Child Project documents for Secretariat review for CEO endorsement (in the case of FSPs) or approval (in the case of MSPs).

**Program Framework Document (PFD)** means the document that sets forth the concept of a Program that is proposed for GEF financing.

**Total GEF Resources** means the total amount of funding requested by or provided to a single GEF Project or Program. This amount includes the PPG, the Project Financing, and associated Agency Fees.

**Trust Fund** means any trust fund that serves the objectives of the GEF, including the GEF Trust Fund, the Least Developed Countries Fund (LDCF), the Special Climate Change Fund (SCCF), the Nagoya Protocol Implementation Fund, or any future trust funds established under the authority of the GEF Council.

**Work Program** means a group of individual FSP PIFs and PFDs that is presented for Council approval in a Council meeting.

**Work Program Cover Note** means a document that summarizes and analyzes the Work Program, highlighting how the individual projects contribute to the achievement of GEF goals.

#### Introduction

- 1. The GEF finances Full-sized Projects, Medium-sized Projects, Enabling Activities, and Programs. GEF Agencies (hereafter referred to as "Agency" or "Agencies") utilize any of these modalities.
- 2. This Policy provides a description of the mandatory rules and criteria to be followed by GEF stakeholders in the process of designing and implementing GEF-financed projects and programs.

## **MODALITIES**

## **Full-sized Projects**

- 3. The Agency prepares a project concept at the request of and in consultation with relevant country institutions and other relevant partners, and submits it to the Secretariat through the Project Identification Form (PIF). The respective GEF Operational Focal Point endorses the PIF. The Agency submits PIFs to the Secretariat on a rolling basis, copying other Agencies, STAP, and the relevant Convention Secretariats.
- 4. The Agency may request a Project Preparation Grant (PPG) at the time of PIF submission or at any time before CEO Endorsement submission. The CEO decides whether to approve such PPG.
- 5. The Secretariat reviews each eligible PIF taking into consideration relevant GEF strategies, policies and guidelines, including provisions set forth in a review sheet, and provides comments to the Agency. Other Agencies and Convention Secretariats submit any comments to the Secretariat and the Agency. If a PIF does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
- 6. Following receipt of the Secretariat's comments, the Agency responds to any comments and submits a revised PIF, if necessary. The Secretariat provides further comments if in its view the Agency's response to the set of issues is not adequate, or if the revised PIF introduces new design elements that require clarification or further improvement.
- 7. Once the Secretariat determines that the project proposal meets the conditions for approval, the CEO decides whether to include it in a Work Program. The CEO constitutes a Work Program subject to, among other things, resource availability. STAP screens PIFs prior to the posting of the Work Program on the GEF website for Council review.
- 8. A cover note is issued for every Work Program. The individual PIFs, with the requested Project Financing amounts, any PPG amounts and Agency Fees, are annexed to the World Program Cover Note. The individual PIFs and the Cover Note are posted on the GEF website and circulated to Council members four weeks in advance of a Council meeting for a Work Program to be discussed at a Council meeting, or four weeks in advance prior to a decision date for an Intersessional Work Program.

- 9. The Council reviews and provides written comments on the Work Program prior to, during and within two weeks after each Council meeting, and intersessionally between Council meetings for decision by mail on a no-objection basis. The Council decides during its meeting whether to approve the entire Work Program or to exclude any PIF from the proposed Work Program, which may be considered in a future Council meeting.
- 10. For an Intersessional Work Program, if any Council Member objects to the Work Program, it is deferred to the next regular meeting of the Council. If any Council Member objects to an individual PIF, this PIF is removed from the Intersessional Work Program and will be deferred for consideration at the next regular meeting of the Council.
- 11. After PIF approval and before the deadline for submission of a complete endorsement request, the Agency submits to the Secretariat a CEO Endorsement Request and associated Project Document that is in a form as submitted to the Agency's internal approving authorities. The Agency, in consultation with the country concerned, and with the CEO's concurrence, may also cancel a project before CEO Endorsement submission. The Secretariat reviews the CEO Endorsement Request and the Project Document for consistency with the approved PIF, taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet; and to ensure that any comments provided by the Council, STAP, Convention secretariats and other Agencies have been adequately addressed.
- 12. The Secretariat asks the Agency to revise proposals that it deems not to be in compliance with the specified conditions for endorsement. Following receipt of the Secretariat's comments, the Agency responds to any questions and submits a revised CEO Endorsement Request and Project Document, if needed. The Secretariat provides further comments only if, in its view, the Agency's response to the set of issues identified by the Secretariat is not adequate or if the revised CEO Endorsement Request introduces new design elements that require clarification or further improvement. The CEO, in consultation with the country and the Agency concerned, may also cancel the project. The final Project Financing amount is confirmed by the CEO at endorsement.
- 13. Once the Secretariat determines that a project proposal meets the conditions for endorsement, the CEO endorses the project, except under the circumstances where (i) a Council Member requested, at the time of PIF approval, that the Secretariat circulates the CEO Endorsement Request and the Final Project Document to the Council for review; or (ii) the CEO, upon review, decides that there have been major changes to the project's scope and/or objectives since PIF approval. In these two instances, the Secretariat circulates the CEO Endorsement Request and the Project Document to the Council for a four-week review period prior to CEO endorsement in a manner that protects information received in confidence. In these two instances:
  - (a) Council Members transmit any comments or concerns to the CEO within four weeks. If at least four Council Members request that a project be reviewed at a Council meeting because in their view the project is not consistent with the GEF Instrument or GEF policies and procedures, the CEO submits the project

- document to the next Council meeting and only endorses the project for final approval by the Agency if the Council finds that the project is consistent with the Instrument and GEF policies and procedures.
- (b) The Agency responds to any comments received from Council Members and revises the documents. The CEO endorses the project once comments have been adequately addressed and informs Council accordingly.
- 14. After CEO Endorsement, the Agency approves the project following its own internal procedures and begins project implementation. The Secretariat posts the endorsed project documents on the GEF website in a manner that protects information received in confidence.
- 15. For any Major Amendments, whether before or after CEO Endorsement, the Secretariat circulates the amended CEO Endorsement Request and the Project Document to the Council for four weeks for its approval before CEO endorsement or re-endorsement.

## **Medium-sized Projects**

- 16. The CEO has delegated authority to approve projects requesting less than or equivalent to two million US dollars in Project Financing. The CEO decides whether to approve such MSPs.
- 17. For MSPs, the Agency chooses one of the two procedures below.

# (a) A one-step approval process, wherein no PIF is required

- i. The Agency prepares a MSP Approval Request at the request of and in consultation with relevant country institutions and other relevant partners. The respective GEF Operational Focal Point endorses the MSP Approval Request. The Agency submits the MSP Approval Request to the Secretariat for review on a rolling basis. The Agency may request a Project Preparation Grant (PPG) at the time of MSP Approval Request submission. The CEO decides whether to approve such PPG.
- ii. The Secretariat reviews the MSP Approval Request taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet. If a MSP Approval Request does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
- iii. Following receipt of the Secretariat's comments, the Agency responds to any comments and submits a revised MSP Approval Request, if necessary. The Secretariat provides further comments if in its view the Agency's response to the set of issues identified by the Secretariat is not adequate.
- iv. Once the Secretariat determines that the project proposal meets the conditions for approval, the CEO decides whether to approve the MSP.
- v. After CEO Approval, the Agency approves the project following its own internal procedures and begins project implementation. The Secretariat

- posts the approved project documents on the GEF website in a manner that protects information received in confidence.
- vi. For any Major Amendments after CEO Approval of the MSP, the Agency resubmits an amended MSP Approval Request for CEO re-approval.

## (b) Two-step approval process

- i. The Agency prepares a PIF at the request of and in consultation with relevant country institutions, and other relevant partners. The respective GEF Operational Focal Point endorses the PIF, and the Agency submits the PIF to the Secretariat for review on a rolling basis. The Agency may request a Project Preparation Grant (PPG) at the time of PIF submission or at any time before CEO Approval submission. The CEO decides whether to approve such PPG.
- ii. The Secretariat reviews each eligible PIF taking into consideration relevant GEF strategies, policies and guidelines, including provisions set forth in a review sheet, and provides comments to the Agency. If a PIF does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
- iii. Following receipt of the Secretariat's comments, the Agency responds to any comments and submits a revised PIF, if necessary. The Secretariat provides further comments if in its view the Agency's response to the set of issues identified by the Secretariat is not adequate.
- iv. Once the Secretariat determines that the project proposal meets the conditions for approval, the CEO decides whether to approve the PIF.
- v. After PIF approval, and before the deadline for submission of a complete approval request, the Agency prepares and submits to the Secretariat a MSP Approval Request and a Project Document that is in a form as submitted to the Agency's internal approving authorities. The Agency, in consultation with the country concerned, and with the CEO's concurrence, may also cancel a project before CEO Approval submission.
- vi. The Secretariat reviews the MSP Approval Request for consistency with the approved PIF, taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet. The Secretariat asks the Agency to revise proposals that it deems not to be in compliance with the specified conditions for approval.
- vii. Following receipt of the Secretariat's comments, the Agency responds to any questions and submits a revised MSP Approval Request and Project Document, if needed. The Secretariat provides further comments only if, in its view, the Agency's response to the set of issues identified by the Secretariat is not adequate or if the revised MSP Approval Request introduces new design elements that require clarification or further

- improvement. The CEO, in consultation with the country and the Agency concerned, may also cancel the project.
- viii. Once the Secretariat determines that the project proposal meets the conditions for approval, the CEO approves the MSP. The final Project Financing amount is confirmed by the CEO at approval.
- ix. After CEO Approval, the Agency approves the project following its own internal procedures and begins project implementation. The Secretariat posts the approved project documents on the GEF website in a manner that protects information received in confidence.
- x. For Major Amendments after CEO approval of the MSP, the Agency reflects them in an amended MSP Approval Request and re-submits it for CEO reapproval.

## **Enabling Activities**

- 18. There are two ways to process Enabling Activities (EAs): (i) through a GEF Agency, or (ii) through direct access. An EA above one million US dollars follows the project cycle procedures described above for either FSPs or MSPs, depending on its size.
- 19. An EA up to one million US dollars **submitted through a GEF Agency** follows the process below:
  - (a) The Agency prepares an EA Approval Request at the request of and in consultation with relevant country institutions and other relevant partners. The respective GEF Operational Focal Point endorses the EA Approval Request. The Agency submits the EA Approval Request and any related EA documents to the Secretariat on a rolling basis.
  - (b) The Secretariat reviews the EA Approval Request taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet. If the EA Approval Request does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
  - (c) Following receipt of the Secretariat's comments, the Agency responds to any comments and submits a revised EA Approval Request, if necessary. The Secretariat provides further comments if in its view the Agency's response to the set of issues identified by the Secretariat is not adequate.
  - (d) Once the Secretariat determines that the proposal meets the conditions for approval, the CEO decides whether to approve the EA.
  - (e) After CEO Approval, the Agency approves the EA following its own internal procedures and begins its implementation. The Secretariat posts the approved project documents on the GEF website in a manner that protects information received in confidence.

- (f) For any Major Amendments after CEO approval of the EA, the Agency re-submits an amended EA Approval Request for CEO re-approval.
- 20. An EA up to 500,000 US dollars **submitted through direct access** follows the procedures below:
  - (a) The Country (the Recipient) submits an EA Approval Request and any related EA documents to the Secretariat. The EA Approval Request complies with the Operational Policies and Procedures (OP/BPs) and Anti-corruption guidelines that apply to the World Bank (IBRD) and International Development Association (IDA) financing.
  - (b) The Secretariat reviews the EA Approval Request for consistency with Operational Policies and Procedures (OP/BPs) and Anti-corruption guidelines that apply to the World Bank (IBRD) and International Development Association (IDA) financing, and taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet. If the EA Approval Request does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
  - (c) Once the Secretariat determines that the proposal meets the conditions for approval, the CEO decides whether to clear the EA.
  - (d) The Recipient and the CEO, with delegated signature authority, signs a World Bank grant agreement.
  - (e) The Bank has no liability to the GEF under such grants or for the actions of staff assigned to the GEF with respect to such grants, and the Bank is indemnified out of the GEF trust fund for any liability toward third parties, and costs and expenses related to any such liability or claims of liability with respect to such grants.
  - (f) The Secretariat posts the project documents on the GEF website in a manner that protects information received in confidence.
  - (g) The Recipient begins project implementation.
  - (h) For any Major Amendments after CEO approval of the EA, the country re-submits an amended EA Request for CEO approval. Upon approval, the CEO, with delegated signature authority, signs an amendment to the grant agreement.
- 21. The Secretariat issues guidelines related to EAs in conformance with policies, program priorities, and eligibility criteria established by the Conference of the Parties of each of the relevant Conventions.

## **Programs**

22. The approval process for Programs and related Child Projects consists of two main steps: (i) Council Approval of a Work Program that includes a Program Framework Document

- (PFD) together with any Child Project titles or concepts; and (ii) CEO Endorsement/Approval of Child Projects under the Program.
- 23. The Lead Agency, along with other participating Agencies and in consultation with relevant country institutions and other relevant partners, prepares a PFD. The Lead Agency submits the PFD to the Secretariat for review on a rolling basis, copying all Agencies, STAP and Convention Secretariats for comments. The Lead Agency also implements the associated global/regional child project and/or the coordination mechanism that monitors and ensures coherence among all child projects included in the program, while also being responsible for Program-level reporting. The other participant Agencies implement the Child Projects they are responsible for.
- 24. The respective GEF Operational Focal Point endorses the relevant Child Projects anticipated under the PFD. The Secretariat reviews each eligible PFD taking into consideration relevant GEF strategies, policies and guidelines, including provisions set forth in a review sheet, and provides comments to the Agency. Other Agencies, STAP and Convention Secretariats submit any comments to the Secretariat and the Lead Agency. If a PFD does not meet the conditions for approval, the Secretariat either rejects it or requests additional information.
- 25. Following receipt of the Secretariat's comments, the Lead Agency responds to any comments and submits a revised PFD, if necessary. The Secretariat provides further comments if in its view the Lead Agency's response to the set of issues identified by the Secretariat is not adequate, or if the revised PFD introduces new design elements that require clarification or further improvement.
- 26. Once the Secretariat determines that the PFD meets the conditions for approval, the CEO decides whether to include a PFD in a Work Program at a Council meeting subject to, among other things, resource availability. STAP screens PFDs prior to the posting of the Work Program on the GEF website for Council review. The Council reviews and approves the Work Program constituted by the CEO at each Council meeting. The Council provides written comments on PFDs included in the Work Program prior to or at the Council meeting. The Council decides during its meeting whether to remove any PFD from the proposed Work Program, which may be considered in a future Council meeting.
- 27. The participant Agencies may request a Project Preparation Grant (PPG) for Child Projects at the time of PFD approval or at any time before CEO Endorsement/Approval submission of Child Projects. The CEO decides whether to approve such PPG.
- 28. After PFD approval, the participant Agencies submit to the Secretariat CEO Endorsement Requests for Full-sized Child Projects or MSP Approval Requests for Medium-sized Child Projects with Project Documents that are in a form as submitted to the Agency's internal approving authorities. The submission must be made six months before the respective Program Commitment Deadline. The Agency, in consultation with the countries concerned, and with the CEO's concurrence, may also cancel a Child Project before CEO Endorsement/Approval submission.

- 29. The Secretariat reviews the CEO Endorsement/Approval Request for consistency with the approved PFD, taking into consideration the relevant GEF strategies, policies, and guidelines, including provisions set forth in a review sheet; and to ensure that any comments on the PFD provided by the Council, STAP, Convention Secretariats and other Agencies have been adequately addressed. The Secretariat circulates such project documents to the Council for a four-week review period before CEO Endorsement/Approval in a manner that protects information received in confidence.
- 30. Council Members transmit any comments or concerns on a Child Project document to the Secretariat within four weeks. If at least four Council Members request that a Child Project be reviewed at a Council meeting because in their view the Child Project is not consistent with the GEF Instrument or GEF policies and procedures, the CEO submits the project document to the next Council meeting and only endorses/approves it for final approval by the Agency if the Council finds that the project is consistent with the Instrument and GEF policies and procedures.
- 31. The Agency responds to comments received from the Council Members and the Secretariat and resubmits, if necessary, a revised project document for CEO Endorsement/Approval. The CEO endorses/approves the Child Project once comments are adequately addressed. The CEO, in consultation with the country and the Agency concerned, may also cancel the Child Project.
- 32. After CEO Endorsement/Approval, the Agency approves the Child Project following its own internal procedures and begins project implementation. The Secretariat posts the endorsed/approved Child Project documents on the GEF website in a manner that protects information received in confidence.
- 33. The Lead Agency submits an Addendum to the PFD for Council approval prior to the end of the Replenishment period if the following are requested: (a) an increase in proposed utilization of country STAR allocations for Child Projects; and/or (b) an increase in GEF resources for the Program.

## Implementation, Monitoring, Evaluation and Project Closure

34. Implementation begins following CEO Endorsement and Agency approval. Each Agency is responsible for project implementation and is directly accountable to the Council. Agencies conduct project-level monitoring and evaluation activities in accordance with the Agency systems and consistent with the GEF Monitoring and Evaluation Policy. Agencies undertake mid-term reviews for FSPs under implementation and submit them to the Secretariat. Agencies submit FSPs and MSPs terminal evaluation reports to the GEF Independent Evaluation Office. Within 12 months after the submission of the Terminal Evaluation, Agencies report on financial closure to the Trustee. The Secretariat will monitor and report to the Council on the effectiveness of this measure.

35. GEF corporate and focal area results frameworks guide Secretariat monitoring and learning activities at the portfolio level. The Secretariat monitors and reports to Council on overall GEF project cycle efficiency and other relevant elements. The Secretariat, in consultation with the Agencies, and STAP as needed, develops Guidelines on GEF Results-Based Management.

## Set-aside, Commitment, and Transfer of Funds

Full-sized Projects and Two-step Medium-sized Projects

- 36. Set-aside: for a FSP, the Trustee sets-aside funds towards the project identified by PIFs (Project Financing and associated Agency Fees) listed in the approved Work Program after the Council approval, subject to the availability of resources. For a MSP following a two-step approval process, the Trustee sets-aside funds towards the project identified by PIFs (Project Financing, and associated Agency Fees) as approved by the CEO after the CEO Approval of the final MSP, subject to the availability of resources.
- 37. Commitment: for a FSP, the Trustee commits funds for the Project Financing to the Agency based on the amount endorsed by the CEO after the CEO Endorsement. Agency Fees for a FSP are committed in tranches: 20% at PIF approval by the Council, 50% at First Disbursement, and 30% at the submission of the project's Mid-term review to the Secretariat. For a MSP following a two-step approval process, the Trustee commits funds for the Project Financing after CEO Approval of the final MSP. Agency Fees for a two-step MSP are committed in full at First Disbursement. Agency Fees for a PPG for the FSP or the two-step MSP (if requested) are committed in full after CEO Approval of the PPG.

One-step Medium-sized Projects and Enabling Activities

38. Set-aside and commitment: for a MSP following the one-step approval process and an EA, the Trustee sets-aside and commits the Project Financing and the PPG for the MSP (if requested) after CEO Approval of the MSP, EA or PPG. Agency Fees for a one-step MSP are committed in full at First Disbursement. Agency Fees for an EA or PPG are committed in full after CEO Approval of the EA or PPG.

#### **Programs**

39. Set-aside and commitment: the Trustee sets-aside the amount of Total GEF Resources requested under a PFD once the Work Program is approved by the Council, subject to the availability of resources. The Trustee commits 20% of the Agency Fees for each Child Project listed in a PFD at the time of PFD approval. This is subject to the 20% fee commitment being returned if the Child Project is dropped/cancelled prior to the respective Program Commitment Deadline, with no exceptions. If the Child Project is not submitted for CEO Endorsement/Approval by the time of the respective Program Commitment Deadline, the 20% fee commitment will be cancelled and returned to the GEF Trust Fund, with no exceptions.

- 40. The Project Financing is committed in full to the Agency only after CEO Endorsement of Full-sized Child Projects, or CEO Approval of Medium-sized Child Projects, based on the amount endorsed/approved by the CEO. From the remaining Agency Fee, for the Full-sized Child Project 50% is committed at First Disbursement, and 30% at the submission of the Mid-term review to the Secretariat. For the Medium-sized Child Projects and for PPGs, the Trustee commits the Project Financing in full after CEO Approval. The remaining 80% of Agency Fees for Medium-sized Child Projects are committed at First Disbursement. Agency Fees for a PPG are committed in full at PPG approval by the CEO.
- 41. Unspent/uncommitted balances under a Program will be cancelled and released to the GEF Trust Fund immediately after (i) a Child Project is cancelled; (ii) a Child Project is financially closed with the Trustee; or (iii) the Program Commitment Deadline.

## Transfer of Funds

- 42. The Agency requests transfer of funds for a project after (i) the Trustee commits the funds for the project pursuant to paragraphs 36 to 39 above, depending on the type of project, and (ii) the Agency approves the FSP, MSP, and EA projects in accordance with its policies and procedures.
- 43. The Trustee may suspend commitment and disbursement of GEF funds that have been allocated by the Council and/or the CEO, as appropriate, to any Agency which is not in compliance with its reporting obligations to the Trustee under the Financial Procedures Agreement the Agency entered into with the Trustee, when non-compliance has continued for a period of more than thirty days after written notification from the Trustee. Such suspension may continue until such time as the noncompliance is resolved to the satisfaction of the Trustee. The Trustee may also suspend commitment and disbursement of GEF funds as instructed by the Council if the Council determines, after consulting an Agency, that failure to comply with their obligation with regard to misuse of funds as specified in the Financial Procedures Agreement continues.