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## **Annex V: Additional rules of procedure relating to meetings – Part A**

### **I. Frequency and location**

1. The Board will meet in person at least twice every year at the seat of the Secretariat or at an alternative location agreed by the Board.
2. If a regular Board meeting cannot be held in person as scheduled or if in the case of an extraordinary meeting exceptional circumstances so warrant, Board meetings may be held by way of videoconference, teleconference or net-meeting.
3. At each meeting the Board will confirm the date and duration of the following meeting.

### **II. Notification of meetings**

4. The Secretariat will notify Board members, alternate members and accredited observer organizations and active observers of the dates and venue of the meetings and circulate a provisional agenda for any meeting at least 30 calendar days before the first day of the meeting. A notification will also be posted on the Fund's website. In the case of an extraordinary meeting, the Co-Chairs, acting jointly, shall determine the date by which notification to the Board members has to be made, taking into account the urgency of the matter.

### **III. Agenda for meetings**

5. The Secretariat will, with the approval of the Co-Chairs, prepare and distribute the provisional agenda for each meeting.
6. The Board will, at the beginning of each meeting, adopt the agenda for the meeting.

### **IV. Transmittal of documents**

7. The Secretariat will transmit to Board members and alternate members the documentation relating to items on the provisional agenda at least 21 calendar days before the first day of the meeting scheduled, except in case of extraordinary meetings and in exceptional circumstances where in the view of the Co-Chairs a shorter period for the transmission of documentation is warranted. In any such cases, the Co-Chairs, acting jointly, shall determine the date by which the said documentation has to be transmitted.
8. The Secretariat may use electronic means for transmission, distribution and storage of documentation, without prejudice to other means of circulation of the documentation.
9. Comments of Board members on Board meeting documents shall be transmitted promptly by the Secretariat to all Board members and alternate members.
10. Board meeting documents will be posted on the website of the Fund on the same day they are released to Board members, except for Board documents classified as confidential, or as the Board may provide. The Board will determine criteria for the classification of Board meeting documents as confidential.

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## V. Attendance

11. In addition to Board members and alternate members, meetings of the Board, other than executive sessions, will be open to attendance by designated advisers of Board members and alternate members, Secretariat staff, representatives of the Trustee, active observers and other observers who have been accredited for participation in the meeting.
12. At the invitation of the Board, representatives of relevant thematic bodies under the Convention, and/or other funds dealing with climate change, may attend Board meetings.

## VI. Quorum

*Paragraph 15 of the Governing Instrument provides:*

### 6. Quorum

15. A two-thirds majority of Board members must be present at a meeting to constitute a quorum.

13. The existence of a quorum will be verified by the Co-Chairs at the beginning of the meeting and at the time of the adoption of any decision at the meeting, as well as at the time of adoption of the meeting report, and at the request of a Board member.