

Annex XIII: Indicative timeline of the entire process for the appointment of the Executive Director of the Green Climate Fund Secretariat

Date/deadline	Content	Action
Thirty-third meeting of the Board	Board decision containing the following: <ul style="list-style-type: none"> • Adoption by the Board of the terms of reference for the Executive Director. • Approval by the Board of the Executive Director selection process with an indicative timeline. • Establishment by the Board of an Executive Director Selection Committee (EDSC) consisting of eight Board members, drawn equally from developing and developed countries, to oversee the selection process and make recommendations to the Board. • Budget allocation to support the costs of undertaking the search for the Executive Director. • Approval by the Board of the terms of reference and procurement of an independent executive search firm to assist the EDSC in its work. 	Board decision
24 October 2022	Request for proposal for the executive search firm to be published online Terms of Reference for the Executive Director position to be published	Secretariat to publish online
7 November 2022	Receive bids from the executive search firm	Secretariat evaluation of the bids
10 November 2022	Secretariat to recommend the executive search firm to the EDSC	Secretariat to recommend the executive search firm to the EDSC
17 November 2022	Contract with executive search firm to be signed Launch the vacancy advertisement in appropriate media including social media	EDSC Co-Chairs to sign contract with executive search firm
12 December 2022	Deadline for applications	
Short list by 31 December 2022	Follow the “selection process” on shortlisting: <ul style="list-style-type: none"> • First cut list of 20 to 25 candidates; • Long list of 12 candidates; • Short list of 6 candidates. 	EDSC in-person or virtual meeting(s); location TBD
Mid-January 2023	In person interviews of shortlisted candidates (six candidates).	EDSC in-person or virtual meetings; location TBC
End of January 2023	Final list of at least three candidates	EDSC virtual meeting
Early February 2023	In-person interviews of final list of at least three candidates	EDSC in person meeting; location TBD
By 15 February 2023	Recommendation by the EDSC of at least three final candidates to the Board, which may include ranking by preference.	EDSC recommendation



B.35	Consideration by the Board of the EDSC's recommendations, including Board agreement of one candidate from among the final three candidates.	Board decision
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