
Annex III: Terms of reference of the ad hoc Committee on Human Resources Matters

I. Role and functions

1. The role of the Committee on Human Resources Matters (the “Committee”) is to review the progress made by, and provide guidance to, the Secretariat in relation to the development of the following policy matters mandated to the Secretariat by decision B.34/21, paragraphs (b), (c)¹ and (i):

- (a) The Fund-wide compensation philosophy based on a benchmarked assessment of comparable organizations;
- (b) A GCF salary structure based upon the methodology outlined in document GCF/B.34/12, which includes a framework for performance-based merit increases, and which shall also set out the methodology for reviewing salary scales annually; and
- (c) A revised principles-based Administrative Guidelines on Human Resources based on a comprehensive review of the current administrative guidelines on human resources, including its compensation framework.

II. Membership

2. The Committee will comprise:

- (a) Three developing country Board members or alternate members; and
- (b) Three developed country Board members or alternate members.

3. Members of the Committee will serve for its duration as set out in paragraph 5.

4. The Committee shall be supported by the Head of Human Resources and the General Counsel (or their respective representatives), and the Head of Human Resources (or their representative) shall act as focal point for the Committee.

III. Duration

5. The Committee will be an ad hoc committee of the Board and shall function until the earlier of:

- (a) The conclusion of the mandates referred to in paragraph 1 above; or
- (b) The close of the fortieth meeting of the Board.

IV. Guidelines for operation

6. The General guidelines for the operation of Board committees (“Guidelines”)² will apply to the operation of the Committee mutatis mutandis. In case of any conflict between the Guidelines and these terms of reference, these terms of reference will take precedence.

7. Provisions will be put into place to manage actual and potential conflicts of interest.

¹ With respect to decision B.34/21, paragraphs (b)–(d), following the approval of these terms of reference, the Secretariat shall work in consultation with this ad hoc Committee, rather than the Budget Committee.

² Adopted by the Board through decision B.32/09.