

Annex I: Terms of reference for the review of observer participation

I. Background

1. At its twelfth meeting, the Board initiated the process of developing terms of reference for the review of the GCF guidelines relating to observer participation, accreditation of observer organizations and participation of active observers mandated in decision B.01-13/03. In so doing, the Board requested “the Co-Chairs to consult with fellow Board members and alternate Board members, active observers and accredited observer organizations in relation to the comprehensive review of the participation of observers in the activities of the Board”, with a view to presenting for consideration by the Board, the terms of reference for this review no later than its thirteenth meeting (decision B.12/14, para. (a)).

II. Scope of the review of observer participation

2. These terms of reference are for the review of the GCF guidelines relating to observer participation, accreditation of observer organizations and participation of active observers as outlined in annex XII to decision B.01-13/03 (annex XII to document GCF/B.01-13/12), as adopted by the Board at its third meeting. The guidelines called for a comprehensive review of observer participation, including the selection process of active observers, involving a wide range of stakeholders to be undertaken after a trial period of two years. The review will aim to assess the current guidelines, with a view to identifying gaps and improvements related to the guidelines.

III. Objectives and use of the review

3. In line with decision B.01-13/03, the objective of this process is to carry out a comprehensive review of:

- (a) Observer participation in the activities of the Board
- (b) The accreditation process of observer organizations; and
- (c) The participation of active observers in meetings of the Board.

4. A summarized outcome of the review and a proposed draft decision contained in a written report will be presented for consideration by the Board at its fifteenth meeting.

IV. Points to guide the review

5. In accordance with decision B.12/14, observer organizations were invited to submit to the Secretariat views on the terms of reference for the review, which were to be received by the extended deadline of 15 April 2016. The review will address, inter alia, the points listed below, which are drawn from the submissions received and in conformity with the objectives of the review and guidelines contained in annex XII to decision B.01-13/03.

(a) Observer participation in GCF processes

- (i) Policy and practice of formal observer engagement and representation as well as comparable approaches undertaken by peer institutions and international best practice;
- (ii) The resources provided to support the involvement of observers, including the use of live webcast for meetings of the Board;

- (iii) The use of the GCF website, including the online registration system to support observers;
 - (iv) The scope and capacity of the assistance and engagement to be provided by the Secretariat; and
 - (v) The rules and procedures for the registration of observers for meetings of the Board.
- (b) **The accreditation process of observer organizations**
- (i) The frequency of rounds of accreditation;
 - (ii) The lead time and communication channels for calls for applications for accreditation;
 - (iii) The timeline for accreditation;
 - (iv) The duration of accredited status;
 - (v) The utility (form and function) of the application form;
 - (vi) Possible ways to streamline the observer accreditation process; and
 - (vii) The capacity of the Secretariat to manage the accreditation process.
- (c) **Participation of active observers in meetings of the Board**
- (i) Observer constituency representation arrangements;
 - (ii) The role of alternate active observers;
 - (iii) Observer engagement in Board committees and in decisions taken between meetings;
 - (iv) The seating of active observers in the Board room;
 - (v) Active observer participation in Board discussions; and
 - (vi) Financial support for developing country observers.

V. Methodology

6. The Secretariat will undertake the comprehensive review of the participation of observers in the activities of the Board, in consultation with the Co-Chairs.

7. A summarized outcome of the consultations and a proposed draft decision will be presented to the Board in a written report for consideration at its fifteenth meeting.

VI. Key tasks

Key Tasks	Deliverables
Consultations with Board members and alternate members, active observers, accredited observer organisations, and other relevant entities on the review points	Summarised outcome of the consultations and proposed draft decision transmitted to the Board in a written report
Presentation of review report and draft decision to the Board	Board decision taken on the guidelines on participation of observers