

Green Climate Fund

Report on Activities of the Interim Secretariat

GCF/B.01-13/Inf.05

20 February 2013

Meeting of the Board

13-15 March 2013

Berlin, Germany

Agenda item 3

Report on Activities of the Interim Secretariat

I. Introduction

1. At its first meeting in August 2012 in Geneva, Switzerland, the Board discussed the arrangements for the Interim Secretariat and requested the Interim Secretariat to report on how it implemented the Board guidance at its next meeting. In response to this request, the Interim Secretariat presented a report on its activities to the Board at its second meeting in Songdo, Republic of Korea, 18-20 October 2012 (document GCF/02-12/10). For the next meeting in Berlin, 13-15 March 2013, this report was prepared for information of, and guidance by, the Board. It covers the activities undertaken by the Interim Secretariat¹ between 20 October 2012 and 15 February 2013.

II. Finalization of the draft report of the second Board meeting

2. Following the second meeting of the Board, the Secretariat revised the draft report to take account of the comments made at the meeting and those received from Board members after the meeting. It worked with the Co-Chairs to prepare the revised draft and shared this draft with the Board for agreement on a no-objection basis. Comments were received by three Board members and the report was revised under the guidance of the Co-Chairs and issued as document GCF/B.02-12/Drf.04 to be presented to the Board at its meeting in Berlin on 13-15 March 2013 for adoption.

III. Support to Board committee and teams

3. The Secretariat provided support to the work of the following committee and teams of Board members and alternate members:

- (a) Executive Director Selection Committee: The Committee (H.E. Mr. Jan Cedergren, H.E. Mr. Ernesto Cordero Arroyo, Mr. Omar El-Arini, H.E. Ms. Audrey Joy Grant, Mr. Manfred Konukiewitz as Chair, and Mr. Alexey Kvasov), assisted by the Secretariat, conducted six teleconferences. Its work addressed in particular: the draft terms of reference for the Executive Director, taking into account the comments received from Board members; the selection of a search firm to support the Executive Director recruitment process and the related procurement process; and the elements of support to be provided by the Secretariat to the work of the Committee.
- (b) Team to facilitate the preparation of documents on the business model framework: The team of Board members/alternate members (Mr. Arnaud Buisse, Mr. Nick Dyer, Mr. Derek Gibbs, Mr. Kjetil Lund, Mr. Tosi Mpanu Mpanu and Ms. Adriana Soto as Chair), assisted by the Secretariat, conducted a series of teleconferences and developed the terms of reference (ToR) for a consultancy on the business model framework (BMF). The ToR was approved by the team, shared with the Co-Chairs and sent to all Board members on 7 December 2012. The team requested that an institutional contractor be made responsible for the work and accountable to the team and suggested a number of possible institutions to undertake the work. The team recommended to the Co-Chairs the application of a fast-track procurement process, which was subsequently authorized

¹ For the remainder of this document, the term "Secretariat" refers to the Interim Secretariat.

by the Co-Chairs. All Board members were informed of the fast-track procurement process on 5 December 2012. The Secretariat, following the United Nations procurement rules and process, executed the fast-track procurement process to select a contractor. The two proposals received were evaluated by the Secretariat based on standard United Nations Framework Convention on Climate Change (UNFCCC) procurement procedures and a recommendation was made to the team. Given that the amount for the fee was higher than the overall consultancy budget presented to the Board at its second meeting, the Co-Chairs recommended that the work be divided in two stages and sought the approval of the Board on a no-objection basis to award the consultancy for the work associated with phase I on 21 December 2012. The Co-Chairs subsequently received objections from two Board members. The Board was informed of that on 11 January 2013. The Co-Chairs also asked the BMF team to discuss the alternatives for work to be undertaken to support the Board's discussion on the BMF at its next meeting in Berlin. The team discussed various options and informed the Co-Chairs correspondingly. The Co-Chairs decided to discuss this and other matters during an informal closed meeting of the Board on 12 March 2013.

- (c) Team to undertake deliberations on the additional rules of procedure: The team comprising Mr. Per Callesen, Mr. Farrukh Khan as Chair (on behalf of Mr. Dipak Dasgupta), Mr. Omar El-Arini, Ms. Beata Jaczewska, Mr. Gilbert Metcalf and Mr. George Zedginidze, assisted by the Secretariat, continued the work on the draft additional rules of procedure based on the text presented in document GCF/B.02-12/02 and the deliberations at the second Board meeting. Following the consultations with team members, the Chair of the team circulated a revised draft for comments by the team members and subsequently revised the draft in the light of comments received.

IV. Preparation of documents for the first Board meeting in 2013

4. Work was also carried out on other documents foreseen for the next Board meeting, in particular the documents on:

- (a) Resource mobilization: A concept note covering the matters identified by the Board (GCF/B.02-12/12, annex VI, section II) was prepared under the guidance of the Co-Chairs. This concept note was the basis for working with a consultant and a number of reviewers to draft the document;
- (b) Modalities for readiness and preparatory support: A concept note covering the matters identified by the Board (GCF/B.02-12/12, annex VI, section III) was prepared under the guidance of the Co-Chairs. This concept note was the basis for working with a consultant on the elements of the Board document;
- (c) Establishment of the independent Secretariat: A concept note addressing the administrative policies of the independent Secretariat (GCF/B.02-12/12, annex VI, section IV (c)) was prepared under the guidance of the Co-Chairs. This concept note and comments received by the Board members in response to the invitation by the Board (decision B.02-12/07, paragraph (b)) were the basis for working with two consultants on developing and discussing options for consideration by the Board;
- (d) Headquarters agreement: Work was carried out under the guidance of the Co-Chairs to draft a document containing a draft headquarters agreement, addressing, inter alia, legal arrangements and the provision of privileges and immunities to the Fund. This work also involved close consultations with the Government of the Republic of Korea as the host country;
- (e) Other documents: Under the guidance of the Co-Chairs, the Secretariat also drafted other documents for the March 2013 Board meeting including on: external communication

and representation, logo of the Fund, arrangements between the COP and the Fund, report of the Green Climate Fund to the COP and guidance to the Green Climate Fund, status of resources and staffing of the Secretariat.

V. Implementation of other Board decisions

5. The Co-Chairs, assisted by the Secretariat, finalized the “Report of the Green Climate Fund to the Conference of the Parties (COP) to the UNFCCC” based on the draft in Annex II to document GCF/B.02-12/09, taking into consideration the comments and amendments made at the second Board meeting, and forwarded it to the UNFCCC secretariat. The Co-Chairs presented the report to COP 18 in Doha, Qatar, on 28 November 2012. Actions taken by COP 18 are presented in documents GCF/B.01-13/10 and GCF/B.01-13/Inf.03.

VI. Meeting arrangements for the next Board meeting

6. The Secretariat has been working closely with German authorities to ensure that meeting facilities for the Board meetings to be held in Berlin on 12-15 March 2013 are in line with the requirements of the Board. Invitations and details about the venue and other logistic arrangements were issued on 13 February 2013.

VII. Communications and media activities

7. As a follow-up to the second Board meeting, the Secretariat issued a press advisory. In addition, it responded to a number of media enquiries by providing factual information about the work of the Board and the Secretariat. It continued to use the GCF website <GCFund.net> to disseminate basic information about the Fund and the activities of the Board.

VIII. Staffing

8. The staffing of the Secretariat consists of four full-time staff and cross support from multiple staff of the Global Environment Facility and the UNFCCC secretariats. Vacancy announcements for new posts were issued through the UNFCCC secretariat and posted on the Fund’s website (<http://gcfund.net/secretariat/vacancies.html>). Further details on the staffing of the Interim Secretariat are presented in document GCF/B.01-13/Inf.04.

9. In addition, the Secretariat hired consultants or extended the contracts of consultants employed earlier. These consultants were employed to provide: substantive input to a number of documents, including the four documents listed in paragraph 4 above; legal advice on a range of matters relating to the work of the Board; and editorial support and web maintenance.
