

Green Climate Fund

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# Report on Activities of the Interim Secretariat

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**GCF/B.02-12/10**

5 October 2012

**Meeting of the Board**

18-20 October 2012

Songdo, Republic of Korea

Agenda item 4

## **Recommended action of the Board**

It is recommended that the Board:

Takes note of document GCF/B.02-12/10 *Report on Activities of the Interim Secretariat*, covering the activities undertaken in September 2012, between the first and second meetings of the Board.

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# Report on Activities of the Interim Secretariat

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## I. Introduction

1. This report covers the activities undertaken by the Interim Secretariat<sup>1</sup> in September 2012, between the first and second meetings of the Board. It does not address financial matters, since these are covered in the report on the status of resources (GCF/B.02-12/Inf.02).

2. At its first meeting on 23-25 August 2012 in Geneva, Switzerland, the Board discussed the arrangements for the Interim Secretariat and:

- (a) Requested the Interim Secretariat to continue with the current arrangements as set up by the UNFCCC and the GEF secretariats and under the direction of its Co-Chairs;
- (b) Provided guidance to the Interim Secretariat and requested the Interim Secretariat to report on how it implemented that guidance at the next Board meeting under the agenda item "Summary of activities of the Interim Secretariat";
- (c) Requested the Interim Secretariat to prepare a working document for the next Board meeting on how to address the issues relating to the establishment of the independent Secretariat, addressing the issues raised at this Board meeting;
- (d) Agreed to initiate without undue delay the process of selecting the Executive Director of the independent Secretariat and requested the Interim Secretariat to prepare a working document addressing the criteria for, and the process of, the selection of the Executive Director as well as the terms of reference for this position;
- (e) Invited the Board members to provide by 31 August 2012 comments to the Interim Secretariat additional to, or elaborating on, those presented at this Board meeting on the issues referred to in paragraphs (a) to (c).

3. This document has been prepared in response to the request referred to in paragraph 2 (b). The work was carried out in close consultation with the Co-Chairs.

## II. Finalization of the draft report of the first Board meeting

4. Following the first meeting of the Board, the Secretariat revised the draft summary report to take account of 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 to be presented to the second Board meeting as document GCF/B.01-12/Drf.02.

## III. Preparation of documents for the second Board meeting

5. Based on conclusions reached at the first Board meeting and further guidance by the Co-Chairs, the Secretariat prepared the documents for the second Board meeting, starting with the provisional agenda and the annotations. The Secretariat undertook limited consultations with experts to identify relevant background information and experience concerning key matters

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<sup>1</sup> For the remainder of this document, the term "Secretariat" refers to the Interim Secretariat.

addressed. The Secretariat also worked closely with the Interim Trustee on all documents, but particularly on those that have a direct bearing on the work of the Interim Trustee.

6. Work was initiated on the documents covering new areas of work, in particular, the documents on:

- (a) GCF/B.02-12/07, Establishing the independent Secretariat;
- (b) GCF/B.02-12/08, Selection of the Executive Director;
- (c) GCF/B.02-12/03, Long-term work plan of the Board;
- (d) GCF/B.02-12/09, Draft report to the Conference of the Parties.

7. The Secretariat also produced eight other documents, some of which were based on earlier drafts and revised following the guidance received at the first Board meeting, taking into account comments made during the meeting and additional comments that were received in writing after the meeting.

#### **IV. Meeting arrangements for the second Board meeting**

8. The Secretariat worked closely with the authorities of the Republic of Korea to ensure that meeting facilities meet the requirements. Acting through the United Nations Framework Convention on Climate Change (UNFCCC) secretariat, it concluded a Memorandum of Understanding with the Ministry of Strategy and Finance of the Republic of Korea, covering the arrangements for the second Board meeting.

9. The Secretariat issued letters of invitation to the Board members and the alternate members more than four weeks ahead of the meeting. It also issued a notification for observer organizations informing them of the meeting.

10. Working together with the administration of the UNFCCC secretariat, arrangements were made for the travel of twenty-four funded Board members and alternate members, in accordance with the arrangements approved by the Board in the context of the approval of the administrative budget. The Governments of the Republic of Korea and Switzerland asked the UNFCCC secretariat to also make travel arrangements for advisers of Board members and alternate members from eligible developing countries in accordance with the UNFCCC rules and offered to cover related costs.

#### **V. Support to the Host Country Evaluation Committee**

11. The Secretariat prepared internal working documents for the Host Country Evaluation Committee, received comments on drafts and arranged for a teleconference on 31 August 2012. For each Committee member, and for the alternate member participating in the Committee meeting on behalf of a Committee member, the Secretariat arranged signature of declarations of impartiality and confidentiality.

12. The Secretariat arranged for the meeting of the Host Country Evaluation Committee from 16 to 18 September 2012 to take place in the premises of the Global Environment Facility (GEF) secretariat in Washington D.C., including the logistic preparations and hospitality. It provided substantive support to the meeting and, with the assistance of the administration of the UNFCCC secretariat, arranged for the travel of the developing country members of the Committee and the alternate member acting on behalf of one of the members.

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13. On behalf of the Host Country Evaluation Committee, the Secretariat liaised with the six countries that had expressed interest in hosting the Fund. It issued a questionnaire and received and compiled the responses of the six candidate countries.

14. The Secretariat also supported the Committee in preparing its report to the Board, and facilitated communication with the six candidate countries in that context.

## **VI. Implementation of Board decisions**

15. The activities of the Secretariat to implement decisions listed in the draft report of the first meeting (GCF/B.01-12/Drf.02) are covered by the paragraphs above, in particular in the preparation of documents for the second Board meeting. In the course of the deliberations at the first Board meeting, a number of comments were made by Board members, and the Secretariat followed up on those matters in close consultation with the Co-Chairs.

## **VII. Communications and media activities**

16. In the context of the first Board meeting, the Secretariat issued three press advisories and 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**

17. The staffing of the Secretariat continued unchanged, with three full-time staff assigned by the UNFCCC secretariat and cross support from multiple staff of the GEF and the UNFCCC secretariats.

18. In addition, the Secretariat hired consultants or extended the contract of consultants employed for the preparation of the first Board meeting. 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; editorial support and web maintenance; and logistic support in preparation of the Board meeting.

19. Costs for staff and consultants are presented in the report on the status of resources (GCF/B.02-12/Inf.02).

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