

Green Climate Fund

Report on Activities of the Interim Secretariat

GCF/B.04/Inf.02

10 June 2013

Meeting of the Board

26-28 June 2013

Songdo, Republic of Korea

Agenda item 2

Report on Activities of the Interim Secretariat

I. Introduction

1. At its first meeting in August 2012 in Geneva, Switzerland, the Board requested the Interim Secretariat¹ to report at each subsequent Board meeting on how it has implemented the Board's guidance. In response to this request, the 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/B.02-12/10); and at its third meeting in Berlin, 13-15 March 2013 (document GCF/B.01-13/Inf.05). This report covers the activities undertaken by the Secretariat between 16 March and 10 June 2013 and was prepared for the information of, and guidance by, the Board.

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

2. Following the third meeting of the Board, the Secretariat revised the draft report of the third meeting 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 (GCF/B.01-13/Drf.03) and shared this draft with the Board on 5 May 2013, soliciting further comments. In response to these comments, the report was further revised under the guidance of the Co-Chairs and will be issued as document GCF/B.01-13/Drf.04, to be presented to the Board at its fourth meeting in Songdo on 26-28 June 2013 for adoption.

III. Support to Board committees and teams

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

- (a) Executive Director Selection Committee: The Committee, assisted by the Secretariat, conducted 22 meetings and concluded its work on 3 June 2013. The vacancy announcement for the position of the Executive Director expired on 28 April 2013. Following a thorough evaluation and in-depth assessment of all applications received, based on an agreed set of criteria, the Committee first established a long list and subsequently a shortlist by 7 May 2013. At its meeting on 1-3 June 2013 in Frankfurt, Germany, the Committee interviewed the shortlisted candidates. As a result of its work, and pursuant to decision B.02-12/08, paragraph (v), the Committee recommended a final list of three candidates, without ranking, for consideration by the Board at its June meeting (confidential document GCF/B.04/02).
- (b) Team to facilitate the preparation of documents on the business model framework (BMF Team): The Secretariat, under the guidance of the Co-Chairs, developed the parameters for documents relating to the business model framework of the Fund, drawing on the terms of reference previously prepared by the BMF Team (see GCF/B.01-13/11, Annex II), in line with Board decision B.01-13/06 on the business model framework. These covered:
 - (i) Objectives, results and performance indicators;
 - (ii) Country ownership;

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

- (iii) Access;
- (iv) Financial instruments;
- (v) Private Sector Facility; and
- (vi) Structure and organization.

Consultancies were used for the drafting of the six documents for the June 2013 Board meeting. The consultants were in regular contact through video and teleconferences, coordinated by the Secretariat, to ensure that the views expressed by Board members at the March 2013 Board meeting and in submissions prior to that meeting were reflected in the documents. The Secretariat, with the assistance of consultants, prepared drafts for review in two stages. The BMF Team provided comments and guidance in the preparation of these documents in two instances, including at a meeting arranged by video and teleconference between the BMF Team and the consultants on 9 May 2013, to help draw the key policy options that the Board will need to consider and to ensure coherence. The documents presented to the Board for consideration at its June 2013 meeting were finalized by the Secretariat, under the guidance of the Co-Chairs.

IV. Preparation of other documents for the fourth Board meeting

4. Work was also carried out on other documents requested by the Board for its June meeting. These are:
 - (a) Information disclosure, including webcasting (GCF/B.04/10);
 - (b) Participation of advisers (GCF/B.04/11);
 - (c) Communication strategy concept note (GCF/B.04/13);
 - (d) Relationship with United Nations Framework Convention on Climate Change (UNFCCC) and external bodies (GCF/B.04/14).
5. Other short documents that will be issued closer to the Board meeting include:
 - (a) Arrangements between the COP and the Fund (GCF/B.04/15): The Co-Chairs have been in contact with the Co-Chairs of the Standing Committee on Finance (SCF). The SCF will hold a meeting on 15-17 June 2013 to discuss a first draft of the arrangements between the COP and the Fund, as prepared by the SCF Co-Chairs. This draft document will be circulated to the Board for consideration at its June 2013 meeting;
 - (b) Update on the Logo of the Fund (GCF/B.04/16): Pursuant to decision B.01-13/12, the Secretariat launched an international competition, inviting art and design schools and universities worldwide, and the broader public, through the Fund's website, to submit proposals for a logo of the Fund that depicts its ideals and character. In preparation of the launch, the Secretariat, under the guidance of the Co-Chairs, developed a set of rules for the competition. In order to provide ample time for submissions, the Secretariat, under the guidance of the Co-Chairs, set the time for this competition to be six weeks, with a deadline for submissions by 28 July 2013.

V. Decisions between Board meetings

6. Pursuant to decisions by the Board, the following decisions between meetings were drafted and circulated to the Board for approval on a no-objection basis:
 - (a) Observer accreditation: In accordance with the Guidelines relating to the observer participation, accreditation of observer organizations and participation of active observers approved by the Board through decision B.01-13/03, the Secretariat invited

observer organizations on 25 April 2013 to apply for accreditation with the Fund prior to the June 2013 Board meeting. Information on the accreditation process was published on the Fund's website and sent to international entities and non-governmental organizations (which included both civil society organizations (CSOs) and private sector organizations (PSOs)) whose activities are relevant to the operations of the Fund and/or that have previously expressed interest in observing Board meetings. In response to concerns about the timeframe provided for accreditation applications, the deadline for applications was extended to 9 May 2013 and, by that date, the Secretariat had received 82 applications for accreditation. In consultation with the Co-Chairs, the Secretariat finalized the process of recommendations for accreditation, which were presented to the Board for a decision between meetings on a no-objection basis. Since no objections were received for the applications recommended for accreditation by 3 June 2013, 78 recommended observer organizations were accredited. The lists of accredited international entities, CSOs and PSOs is available on the Fund's website (<http://gcfund.net/partnerships/observers.html>);

- (b) Administrative framework for the independent Secretariat: On 31 May 2013, pursuant to decision B.01-13/08, document GCF/B.BM-2013/01, on the options for an administrative framework for the independent Secretariat, was presented to the Board for a decision between meetings on a no-objection basis. If no objections are received by 14 June 2013, it will be considered that the Board adopted the draft decision presented in Annex I of that document. In the case of an objection, the matter will be brought forward to the Board for consideration at its June 2013 meeting.

VI. Implementation of Board decisions

6.1 Headquarters Agreement between the Fund and the Republic of Korea

7. The work on the Headquarters Agreement between the Fund and Republic of Korea was successfully concluded on 24 April 2013. The process followed the guidance provided by the Board at its last meeting in Berlin (decision B.01-13/04), which requested the Interim Secretariat, under the guidance of the Co-Chairs, to finalize the Draft Headquarters Agreement between the Republic of Korea and the Fund, in consultation with the Government of the Republic of Korea. The final agreement was initialled by a representative of the Secretariat in Seoul, Republic of Korea, on 24 April 2013. The Headquarters Agreement was formally signed by 10 June 2013 by the Co-Chairs on behalf of the Fund and the Minister of Foreign Affairs of the Republic of Korea. The Agreement will enter into force following the ratification by the Korean Parliament, expected in June 2013. The Secretariat will post the final text of the Headquarters Agreement on the Fund's website.

6.2 Modalities for readiness and preparatory support

8. Pursuant to decision B.01-13/10, the Secretariat explored options for taking forward the work on readiness and preparatory support. It has initiated work, as set out in paragraph (b) of that decision, *"on operationalizing a readiness phase, including on:*

- (i) *identifying and engaging with existing initiatives and programmes on readiness and preparatory support in order to enhance learning and ensuring coherence, including a possible workshop;*
- (ii) *identifying short-term initiatives to support readiness and preparatory support;*
and

- (iii) *assessing available information on readiness and preparatory support needs and gaps.”*

The Caribbean Development Bank (CDB) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) suggested to cooperate with the Fund on this matter and offered to support a workshop, organized in partnership with the Fund. This offer will be presented to the Board for consideration on a no-objection basis in accordance with Board decision B.01-13/05, paragraph (e).

6.3 Additional rules of procedure

9. As requested by the Board (decision B.01-13/01, paragraph (o)), the Secretariat prepared a consolidated version of the additional rules of procedure adopted by the Board. It is available on the Fund's website at:
http://www.gcfund.net/fileadmin/00_customer/documents/pdf/RoP.pdf.

VII. Meeting arrangements for the next Board meeting

10. The Secretariat has been working closely with the authorities of the Republic of Korea to ensure that meeting facilities for the Board meeting to be held in Songdo on 26-28 June 2013 are in line with the requirements of the Board. Invitations and details about the venue and other logistic arrangements were issued on 23 May 2013.

VIII. Communications and media activities

11. As a follow-up to the third Board meeting, the Secretariat issued a press advisory on 26 March 2013. 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 Fund's website <GCFund.net> to disseminate basic information about the Fund and the activities of the Board. In accordance with Board decision B.01-13/05, paragraph (b), under the guidance of the Co-Chairs, the Secretariat finalized the communication products included in Annex III of document GCF/B.01-13/06. They will be sent to Board members and used to update the website as appropriate.
12. The Secretariat represented the Fund at the Geneva Finance Dialogue on the Green Climate Fund and the private sector, organized by the Swiss Agency for Development and Cooperation, in association with the International Institute for Sustainable Development and the United Nations Environment Programme in Geneva on 28 and 29 April 2013. Three alternate members of the Board and two advisors to Board members also participated. The discussion focused on the “needs” that the Fund's Private Sector Facility (PSF) could address; features of the PSF's design that would best meet those needs; and other questions requiring consideration in designing the PSF.
13. The Secretariat also represented the Fund at the World Resources Institute and Climate Analytics workshop on the Green Climate Fund, from 23 to 24 June 2013 in Cape Town, South Africa. The workshop was attended by one of the Co-Chairs of the Board, two members and seven alternate members, as well as several advisers to Board members and representatives of civil society, the private sector and multilateral development banks. The discussion focused on substantive matters relating to the operationalization of the Fund, including results and indicators of success, appropriate financial instruments and the required inputs, ways to enhance country ownership, access modalities and accreditation of entities, and the structure and organization of the Fund.

IX. Staffing

14. The staffing of the Secretariat currently consists of seven full-time staff, and five full-time consultants to provide: legal advice; project management support; editorial support and web maintenance; and information technology expertise. In addition, the Fund receives cross support from several staff of the Global Environment Facility (GEF) and the UNFCCC secretariats. During this reporting period, one staff member resigned and the position was subsequently advertised. The recruitment process for two additional posts was completed and it is expected that the successful candidates will join the Secretariat on a full-time basis by the end of June/early July.

15. The Secretariat established a consultancy roster inviting experts with broad experience at the international and/or national levels to undertake professional-level assignments relating to the design and operational modalities of the Fund. A dedicated page on the Fund's website was established (<http://gcfund.net/secretariat/consultant-roster.html>) and, to date, 71 submissions were received.

16. Furthermore, the Secretariat hired consultants or extended the contracts of consultants employed previously. These consultants were employed to provide substantive input to a number of documents, including the six documents on the business model framework listed in paragraph 3 (b) above. The consultants were selected using an independent process conducted by the Secretariat based on United Nations rules and regulations, including the assessment of at least three qualified candidates for each assignment, telephone interviews, reference checks, as well as consideration of gender and geographic balance.
