

Green Climate Fund

General Guidelines for Committees and Panels

GCF/B.05/12

18 September 2013

Meeting of the Board

8-10 October 2013

Paris, France

Agenda item 7 (a)

Recommended action by the Board

It is recommended that the Board:

- (a) Takes note of the information presented in the document GCF/B.05/12 *General Guidelines for Committees and Panels*; and
- (b) Adopts the draft decision presented in Annex I to this document.

General Guidelines for Committees and Panels

I. Introduction

1. At its June 2013 meeting, the Board, in its decision B.04/09, agreed to consider at its next meeting the establishment and terms of reference of permanent and ad hoc committees of the Board that will assist the Board in fulfilling its roles and functions.
2. The purpose of this document is to elaborate general guidelines for committees and panels that will assist the Board in fulfilling its roles and functions. This document should be read in conjunction with document GCF/B.05/13 *Terms of Reference and Establishment of Committees and Panels* and with the document GCF/B.05/08 *Accreditation Criteria and Procedures*.

II. General considerations relating to Board committees and panels

3. Board committees are designed to support the Board's decision-making. The role of Board committees should focus on facilitating effective functioning of the Board, enhancing oversight, providing advice and making recommendations to the Board, and exercising certain decision-making functions as delegated to them by the Board. Roles of committees should be clear and aligned with the current and future needs of the Fund. Committee structures and processes should support and be compatible with effective and efficient operations of the Fund.
4. Core Board committees are generally established as standing committees. In addition, specific time-bound needs may be addressed by establishing ad-hoc committees.
5. The Governing Instrument for the Fund provides, in paragraph 18 (g), that the Board will establish subcommittees and panels and define their terms of reference, as appropriate. In addition, the establishment of working groups is mentioned in the Rules of Procedure of the Board.
6. Under the Rules of Procedure, membership of Board committees is limited to Board members and alternate members¹, while such restriction is not applicable to technical and expert panels as those panels are meant to draw advice on strategic, policy or operational matters from eminent experts in fields relevant to the operation of the Fund. Sub-committees and working groups may include external experts and specialists with technical expertise not readily available in the Board to enhance the capacity, specificity and functionality of such bodies. Sub-committees may be established on an ad hoc basis or for certain areas or purposes, while working groups are generally appointed on an ad hoc basis to address specific matters or facilitate decision-making by the Board on certain matters.

III. Key areas for further work

In its decision B.04/09, the Board agreed to consider, at its first meeting in 2014, mechanisms to draw on appropriate expert and technical advice, and from other relevant thematic bodies. The Board may wish to consider whether (and if so, which) sub-committees should be established by the Board. The Secretariat will establish appropriate procedures regarding the engagement of external experts in panels and/or sub-committees.

¹ Paragraph 30 of the Rules of Procedure.

Annex I: Draft decision of the Board

The Board having considered document GCF/B.05/12 *General Guidelines for Committees and Panels*:

- (a) Adopts the General guidelines for the operation of Board committees, as set out in Annex II to document GCF/B.05/12; and
- (b) Further adopts the General guidelines for the operation of panels, as set out in Annex III to document GCF/B.05/12.

Annex II: General guidelines for the operation of Board committees¹**I. Membership**

- (a) Committees will comprise Board members and alternate members, in accordance with paragraph 30 of the Rules of Procedure of the Board;
- (b) Committees will consist of an even number of committee members from developing countries and developed countries, with a minimum of four and a maximum of eight committee members;
- (c) Committee members will be appointed by the Board;
- (d) Committee members will serve for a term of 18 months and will be eligible to serve for a maximum of two consecutive terms, including the original term. Rotation of committee members will be made so as to ensure continuity;
- (e) If a committee member is unable to carry out her or his functions, or ceases to be a committee member, a new committee member will be appointed by the Board for the remainder of the original committee member's term.

II. Chairmanship

- (a) Each committee, in consultation with the Co-Chairs, will appoint a Chair and a Vice-Chair, from amongst its members;
- (b) Committee Chairs and Vice-Chairs will each serve for a term of 18 months;
- (c) If the Chair is from a developing country, the Vice-Chair will be from a developed country, and vice-versa;
- (d) If the Chair or Vice-Chair is not able to carry out her or his functions, or ceases to be a committee member, a new Chair or Vice-Chair will be appointed by the Committee, in consultation with the Co-Chairs, from amongst the committee members for the remainder of the term;
- (e) With the support of the Secretariat and in accordance with the guidance provided by the Board, committee Chairs will convene, set agendas for and facilitate committee meetings, and report back to the Board on behalf of the committee, as required;
- (f) Committee Vice-Chairs will support their Chair, as requested, and fulfil the responsibilities of the Chair in the absence of the Chair from a committee meeting or Board meeting.

III. Terms of reference

- (a) The Board will adopt terms of reference of each committee;
- (b) Committee terms of reference will specify whether or not the Board has delegated any authority to the committee, in accordance with paragraph 31 of the Rules of Procedure of the Board;

¹ These Guidelines supplement the Rules of Procedure of the Board, which apply to the operation of committees of the Board in accordance with paragraph 1 of the Rules of Procedure. In the event of any conflict between these Guidelines and the Rules of Procedure, the Rules of Procedure will prevail.

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- (c) Committee terms of reference will specify whether the committee is a standing committee or an ad hoc committee, and in the case of the latter, the duration of the committee, in accordance with paragraph 31 of the Rules of Procedure of the Board;
 - (d) In the event of any dispute over the mandate of a committee, the Board will determine whether or not the committee bears responsibility for the matter in question.

IV. Operating procedures

- (a) Committees will convene their meetings as determined by the Board or by the committee Chair. Efforts will be made to hold meetings at the time of full Board meetings or by video conference;
- (b) The Fund's travel policy will apply to the attendance by committee members of in-person committee meetings, as appropriate;
- (c) A two-thirds majority of committee members must be present at a committee meeting to constitute a quorum. The existence of a quorum will be verified by the committee Chair at the beginning of the meeting and at the time of the adoption of any committee meeting report or other record of the committee meeting;
- (d) Committee Chairs may request, in consultation with other committee members, assistance and/or advice from experts or other third parties in the performance of their functions;
- (e) Unless otherwise decided by the Board or specified in the committee's terms of reference, attendance at committee meetings will be limited to committee members, one adviser per committee member, the Executive Director of the Secretariat, essential Secretariat support staff and, upon invitation by the committee Chair and on a case-by-case basis, experts or other third-party representatives;
- (f) Committee meetings will be closed to observers unless otherwise specified in the terms of reference of the committee or as agreed by the committee in advance of meetings;
- (g) Committee proceedings will not be disclosed or otherwise made public unless decided by the relevant committee, its terms of reference, the Board or the Fund's information disclosure policy;
- (h) Committees will report back to the Board at the first Board meeting following a committee meeting, as necessary.

V. Role of the Secretariat

- (a) The Executive Director may attend the meetings of any committee in an advisory capacity;
- (b) The Secretariat will coordinate and support the work of committees, as needed, including drafting and submitting documents for consideration by committees;
- (c) The Executive Director will be consulted on proposed meeting agendas and may propose items to be included in meeting agendas;
- (d) The Secretariat will appoint one qualified officer per committee as Secretariat focal point for that committee;
- (e) The Secretariat's committee focal point will provide secretarial assistance and support to the work of the committee, attend its meetings and assist the Chair and/or the Vice-Chair in preparing, facilitating and coordinating the committee's work and meetings.

The focal point will be subject to the guidance of the relevant Chair and/or Vice-Chair, and will be responsive to the tasks assigned to her/him by the committee.

Annex III: General guidelines for the operation of panels¹**I. Membership**

- (a) Panels may comprise any combination of Board members, alternate members, technical experts, representatives of civil society organizations and private sector organizations, academics or other individuals as decided by the Board, in accordance with paragraph 32 of the Rules of Procedure of the Board;
- (b) The appointment of Board members and alternate members to panels will be undertaken by the Board;
- (c) The process for appointment of non-Board members and alternate members to panels will be determined by the Board on a case-by-case basis;
- (d) Panel members will serve for a term of 18 months and will be eligible to serve for a maximum of two consecutive terms, including the original term. Rotation of panel members will be made so as to ensure continuity;
- (e) Any panel member who is not a Board member or alternate member may be removed by a decision of the Board where it is determined that the panel member is not satisfactorily performing her or his duties on the panel;
- (f) If a panel member is unable to carry out her or his functions, is removed by a decision of the Board, or otherwise ceases to be a panel member, a new panel member will be appointed by the Board for the remainder of the original panel member's term;
- (g) Any replacement of a panel member who is not a Board member or alternate member within a term will be notified to the Secretariat. Notification will take place through prompt communication to the Secretariat in writing of the name and contact details of any panel member selected, as well as the effective date of any replacement.

II. Chairmanship

- (a) Each panel, in consultation with the Co-Chairs, will appoint a Chair and a Vice-Chair, from amongst its members;
- (b) Panel Chairs and Vice-Chairs will each serve for a term of 18 months;
- (c) If the Chair or Vice-Chair is not able to carry out her or his functions, or ceases to be a panel member, a new Chair or Vice-Chair will be appointed by the panel, in consultation with the Co-Chairs, from amongst the panel members for the remainder of the term;
- (d) With the support of the Secretariat of the Fund and in accordance with guidance provided by the Board, the Panel Chair will convene, set agendas for and facilitate panel meetings, and will report back to the Board on behalf of the panel, as required. Panel Chairs may delegate the responsibility for reporting back to the Board to other panel members, for example, if the Panel Chair is not expected to attend the Board meeting;
- (e) Panel Vice-Chairs will support their Chair, as requested, and fulfil the responsibilities of the Chair in the absence of the Chair from a panel meeting or Board meeting.

¹ These guidelines supplement the Rules of Procedure of the Board, which apply to the operation of panels in accordance with paragraph 1 of the Rules of Procedure. In the event of any conflict between these guidelines and the Rules of Procedure, the Rules of Procedure will prevail.

III. Terms of reference

- (a) The Board will adopt terms of reference of each panel;
- (b) Panel terms of reference will specify whether or not the Board has delegated any authority to the panel, in accordance with paragraph 32 of the Rules of Procedure of the Board;
- (c) Panel terms of reference will specify whether the panel is a standing panel or an ad hoc panel and, in the case of the latter, the duration or expected duration of the panel, in accordance with paragraph 32 of the Rules of Procedure of the Board;
- (d) In the event of any dispute over the mandate of a panel, the Board will determine whether or not the panel bears responsibility for the matter in question.

IV. Operating procedures

- (a) Panels will convene their meetings as determined by the Board or by the panel Chair;
- (b) Panels will generally meet between Board meetings by teleconference, video-conference and/or written communication, in order to avoid unnecessary travel. Panels may meet in-person when agreed by the Co-Chairs;
- (c) The Fund's travel policy will apply to the attendance by panel members of in person panel meetings;
- (d) A two-thirds majority of panel members must be present at a panel meeting to constitute a quorum. The existence of a quorum will be verified by the panel Chair at the beginning of the meeting and at the time of the adoption of any panel meeting report or other record of the panel meeting;
- (e) Panel Chairs may request, in consultation with other panel members, assistance and/or advice from experts or other third parties in the performance of her/his functions;
- (f) Unless otherwise decided by the Board or specified in a panel's terms of reference, attendance at panel meetings will be limited to panel members, one adviser per panel member, the Executive Director, essential Secretariat support staff and, upon invitation by a Panel Chair and on a case by-case basis, experts or other third party representatives;
- (g) Panel meetings will be closed to observers unless otherwise specified in the terms of reference of the panel, or as agreed by the panel in advance of meetings;
- (h) Panel proceedings will not be disclosed or otherwise made public unless decided by the relevant panel, its terms of reference, the Board or the Fund's information disclosure policy;
- (i) Panels will report back to the Board at the first Board meeting following a panel meeting, as necessary.

V. Role of the Secretariat

- (a) The Executive Director may attend meetings of any panel in an advisory capacity;
- (b) The Secretariat will coordinate and support the work of panels, including drafting and submitting documents for consideration by panels;
- (c) The Executive Director will be consulted on proposed meeting agendas and may propose items to be included in meeting agendas;

- (d) The Secretariat will appoint one qualified officer as Secretariat focal point for each panel;
 - (e) The Secretariat's panel focal point will provide support to the work of the panel, attend its meetings and assist the Chair and/or the Vice-Chair in preparing, facilitating and coordinating the panel's work and meetings. The focal point will be subject to the guidance of the relevant Chair and/or Vice-Chair, and will be responsive to the tasks assigned to her/him by the panel.
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