

Green Climate Fund

Report on Activities of the Interim Secretariat

GCF/B.05/Inf.02

17 September 2013

Meeting of the Board

8-10 October 2013

Paris, France

Agenda item 3

Report on Activities of the Interim Secretariat

I. Introduction

1. At its August 2012 meeting, 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 each subsequent meeting. This report covers the activities undertaken by the Secretariat between 29 June and 16 September 2013 and was prepared for the information of, and guidance by, the Board.

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

2. Following the fourth meeting of the Board, the Secretariat revised the draft report of the fourth 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.04/Drf.02) so that it can be presented to the Board at its fifth meeting in Paris on 8-10 October 2013 for adoption.

III. Support to Board committees and teams

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

(a) 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) Allocation;
- (ii) Financial inputs; and
- (iii) Results management framework.

Consultants were engaged for the drafting of the three documents for the October 2013 Board meeting. The consultants were in regular contact through teleconferences, coordinated by the Secretariat, to ensure that the views expressed by Board members at the March and June 2013 Board meetings and in submissions prior to the March 2013 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 rounds, including at a teleconference between the BMF team and the Secretariat on 30 August 2013. The documents presented to the Board for consideration at its October 2013 meeting were finalized by the Secretariat, under the guidance by the Co-Chairs.

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

- (b) Logo Selection Panel: The Secretariat received submissions for the logo of the Fund by 28 July 2013, in line with decision B.04/13. The Secretariat, under the guidance of the Co-Chairs, identified a well-known graphic designer and invited her to become a member of the Panel on a pro-bono basis. The Secretariat, in accordance with the terms and conditions of the competition, presented a shortlisted set of entries to the Logo Selection Panel. The Panel, assisted by the Secretariat, conducted a videoconference meeting to establish a set of criteria to evaluate the entries. Another meeting of the Panel will be scheduled in the second half of September where it is expected that the Panel will assess the shortlisted entries and make a recommendation to be presented to the Board at its October 2013 meeting, in line with decision B.04/13. A progress report on the Panel's work (GCF/B.05/09) will be distributed to the Board.

IV. Preparation of other documents for the fifth Board meeting

4. The Secretariat carried out work on other documents relating to the business model framework of the Fund, as requested by the Board for its October 2013 meeting. These are:

- (a) Initial result areas (GCF/B.05/02);
- (b) Countries' transparent no-objection procedure (GCF/B.05/06);
- (c) Terms and criteria for grants and concessional loans (GCF/B.05/07); and
- (d) Accreditation criteria and procedures (GCF/B.05/08).

5. Other documents for the October 2013 Board meeting, which the Secretariat has worked on, include:

- (a) General guidelines for committees and panels (GCF/B.05/12);
- (b) Terms of reference and establishment of committees and panels (GCF/B.05/13);
- (c) Readiness and preparatory support (GCF/B.05/14);
- (d) Draft travel policy (GCF/B.05/15);
- (e) Interim information disclosure practice (GCF/B.05/16);
- (f) Arrangements between the COP and the Fund (GCF/B.05/17);
- (g) Resource mobilization (GCF/B.05/18);
- (h) Draft report to the nineteenth session of the Conference of the Parties to the UNFCCC (GCF/B.05/19);
- (i) Work plan of the Board until the end of 2014 (GCF/B.05/20);
- (j) Status of resources (GCF/B.05/Inf.03);
- (k) Green Climate Fund Trust Fund Financial Report (GCF/B.05/Inf.04);
- (l) Draft agreement between the Fund and the Interim Trustee and amended transfer agreement between the Interim Trustee and the Interim Secretariat (GCF/B.05/22);
- (m) Participation of observers in Board proceedings (GCF/B.05/Inf.05); and
- (n) Administrative policies and procedures of the independent Secretariat (GCF/B.05/11).

6. The Executive Director, with the assistance of the Secretariat, prepared the following documents for consideration by the Board at its October 2013 meeting:

- (a) Initial structure and staffing of the independent Secretariat (GCF/B.05/10); and
- (b) Administrative budget of the Board, the independent Secretariat and the Interim Trustee for 2014 (GCF/B.05/21).

V. Implementation of Board decisions

5.1 Establishment of the independent Secretariat

7. At its June 2013 meeting, the Board selected Ms. H la Cheikhrouhou as the inaugural Executive Director to head the independent Secretariat of the Fund. Her contractual arrangements were finalized thereafter and Ms. Cheikhrouhou took office on 9 September 2013.

8. Pursuant to decision B.04/03 taken at the June 2013 Board meeting, the Interim Secretariat worked on developing the Fund's administrative policies, and rules and regulations. These include policies on human resources, financial management, procurement, facility management, travel, general administration, and information technology. The Secretariat signed a memorandum of undertaking with the Asian Development Bank (ADB), which allows the Secretariat to access ADB's confidential administrative documents. Secretariat staff travelled to the ADB Headquarters in Manila, the Philippines, on 22-24 August 2013 to advance work and explore opportunities for collaboration on administrative support. The Secretariat also contacted the Office of Legal Affairs of the United Nations concerning options for securing the privileges and immunities for the Fund's staff. Further information on these matters is provided in document GCF/B.05/11.

9. The Secretariat is collaborating closely with the host country to set up offices, including office furniture, to enable the move to its permanent location in Songdo, Republic of Korea. It has opened a call for interior designers to support these efforts and invited submissions by 15 September 2013.

5.2 Collaboration with the host country

10. 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 National Assembly of the Republic of Korea passed domestic legislation, the Green Climate Fund Act, which entered into force on 30 July 2013. The National Assembly also ratified the Headquarters Agreement. On 29 July 2013, the Republic of Korea notified the Fund that it had completed its internal procedures for the Headquarters Agreement to enter into force. In accordance with Article 20 of the Agreement, it entered into force on 27 August 2013, the date of receipt by the Republic of Korea of the Fund's reply notification concerning the completion of its internal procedures.

11. The Executive Director, Ms. H la Cheikhrouhou, upon the invitation by the Government of the Republic of Korea, travelled to Seoul and Songdo for informal consultations in the week of 19 August 2013. Discussions focused on establishing the independent Secretariat in Songdo.

5.3 Modalities for readiness and preparatory support

12. In partnership with the Fund, the Caribbean Development Bank and the Deutsche Gesellschaft f r Internationale Zusammenarbeit held a workshop on readiness and preparatory support on 11-12 July 2013 in Bridgetown, Barbados. The workshop was attended by representatives from the United Nations, international, regional and national organizations, civil society and research/academic institutions, as well as several Board members and their advisers. The Secretariat worked with the two organizing institutions on the arrangements for the workshop. The Secretariat also sent one staff member to make a presentation and support the workshop chair. An informal report and some of the presentations and discussion

documents are available on a special web page on the Fund's website.² The outcome of this workshop has informed the document on readiness and preparatory support (GCF/B.05/14) to be discussed at the October 2013 Board meeting.

VI. Meeting arrangements for the next Board meeting

13. The Secretariat has been working closely with French authorities to ensure that meeting facilities for the Board meeting to be held in Paris on 8-10 October 2013 are in line with the requirements of the Board. Invitations and details about the venue and other logistic arrangements were issued on 6 September 2013.

VII. Communication and media activities

14. As a follow-up to the fourth Board meeting, the Secretariat issued a press advisory on 28 June 2013. It further announced through a press advisory on 9 September 2013 that Ms. H la Cheikhrouhou has commenced work as the inaugural Executive Director of the independent Secretariat of the Fund. 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.

15. In accordance with Board decision B.04/14, under the guidance of the Co-Chairs, the Secretariat has commenced work on developing a communication strategy for the Fund and engaged consultants based on the terms of reference provided by the Board (Annex II to document GCF/B.04/13). The communication strategy will be presented to the Board at its first meeting in 2014, and a progress report on this work will be presented to the Board at the October 2013 meeting.

VIII. Observer accreditation

16. A second accreditation round for observer organizations was held in June-July 2013. The Secretariat posted the announcement and contacted the active observers. These observers then contacted their civil society and private sector networks to announce the new accreditation round. After the Secretariat screened all applications, it created portfolios of application material for review by Board members.

17. The Secretariat, under the guidance of the Co-Chairs forwarded its accreditation recommendations to Board members for approval on a no-objection basis. Based on this decision of 26 July 2013, the Secretariat confirmed accreditation to 31 applicant organizations. Updated lists of accredited observer organizations are available on the Fund's website at: <http://gcfund.net/partnerships/observers.html>.

IX. Staffing

18. The recruitment process for two posts was completed and the successful candidates have joined the Secretariat on a full-time basis at the end of June or early July. The staffing of the Secretariat currently consists of nine full-time staff, and five staff consultants to provide: legal advice; management support; editorial support and web maintenance; information technology expertise; and logistic and administrative support. In addition, the Fund receives cross-support from several staff of the UNFCCC and Global Environment Facility (GEF) secretariats.

² <http://gcfund.net/partnerships/workshop-on-readiness-and-preparatory-support.html>

19. 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, so far, 133 submissions were received.

20. 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 documents on the business model framework listed in paragraphs 3(a) and 4 above. The consultants were selected using an independent process conducted by the Secretariat based on UNFCCC 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.
