



GREEN
CLIMATE
FUND

Terms of Reference of the Appointment Committee

GCF/B.08/25

1 October 2014

Meeting of the Board

15-17 October 2014

Bridgetown, Barbados

Agenda item 22

Recommended action by the Board

It is recommended that the Board:

- (a) Take note of the information presented in document GCF/B.08/25 *Terms of Reference of the Appointment Committee*; and
- (b) Adopt the draft decision presented in Annex I to this document.

I. Introduction

1. By its decision B.06/08, the Board requested the Secretariat to “present to the seventh Board meeting a proposal, with draft terms of reference, to establish a Board committee to assist the Board in the appointments, performance reviews, salary decisions and accountability of the Head of the Independent Evaluation Unit, the Head of the Independent Integrity Unit and the Head of the Independent Redress Mechanism Unit as well as the Executive Director.” The agenda of the seventh meeting of the Board provided for a decision to be taken on this matter, but this was deferred to allow the Board to focus during that meeting on the essential requirements to be met for the initial resource mobilization of the Fund. Thus, consideration of this matter was included in the agenda of the eighth meeting of the Board.

2. The purpose of this document is to propose terms of reference of the Appointment Committee for consideration by the Board, pursuant to its decision B.06/08. The proposed terms of reference are included in Annex II to this document.

Annex I: Draft decision of the Board

The Board, having reviewed document GCF/B.08/25 *Terms of Reference of the Appointment Committee*:

- (a) Establishes the Appointment Committee as a committee of the Board in accordance with paragraphs 2(g) and 30 of the Rules of Procedure of the Board;
- (b) Adopts the terms of reference of the Appointment Committee, as set forth in Annex II to this document;
- (c) Appoints the following Board members/alternate members as members of the Appointment Committee for its first term:
 - 1. [XXX], Committee member;
 - 2. [XXX], Committee member;
 - 3. [XXX], Committee member;
 - 4. [XXX], Committee member;
 - 5. [XXX], Committee member;
 - 6. [XXX], Committee member.
- (d) Requests the Appointment Committee to present, for consideration by the Board at its ninth meeting, the terms of reference for the Head of the Independent Evaluation Unit, the Head of the Independent Integrity Unit and the Head of the Independent Redress Mechanism, the criteria for their selection, as well as the selection process to be conducted;
- (e) Agrees that an open, merit-based selection process should begin no later than the first quarter of 2015 and that the selection process be included in the Board's work plan for 2015;
- (f) Requests the Secretariat to convene the first meeting of the Appointment Committee via videoconference as soon as practicable; and
- (g) Further requests the Appointment Committee to recommend, for consideration by the Board at its first meeting in 2015, a performance management template for the review of the Board-appointed officials mentioned in paragraph (d) above.

Annex II: Terms of reference of the Appointment Committee

I. Role and functions

1. The role of the Appointment Committee is to assist the Board in discharging its responsibilities, in accordance with the Governing Instrument, regarding the appointments of the Head of the Independent Evaluation Unit, the Head of the Independent Integrity Unit, the Head of the Independent Redress Mechanism and the Executive Director (who are collectively referred to as “Board-Appointed Officials”). Furthermore, the Committee will make recommendations for consideration by the Board regarding performance reviews, salary decisions and accountability of the Board-Appointed Officials.
2. In fulfilling this role, the Appointment Committee will:
 - (a) Guide and monitor the processes for the selection and appointment of Board-Appointed Officials;
 - (b) Recommend the terms of reference and selection criteria of Board-Appointed Officials for consideration and adoption by the Board, consistent with the provisions of the Governing Instrument and relevant policies, procedures and decisions of the Board;
 - (c) Make recommendations to the Board regarding the appointment process for Board-Appointed Officials, including the issuance of advertisements for vacancies, the selection and terms of reference of the recruitment firm(s) and the maximum payment to be made to such firm(s);
 - (d) Make recommendations to the Board regarding remuneration and benefits payable to Board-Appointed Officials, in line with applicable administrative policies and administrative guidelines;
 - (e) Recommend, for consideration and decision-taking by the Board, short-listed candidates for appointment as Board-Appointed Officials based on the selection and appointment processes undertaken;
 - (f) Seek the recommendation of the Ethics and Audit Committee to the Board for the appointment of the Head of the Independent Integrity Unit;
 - (g) Recommend to the Board a procedure for the performance evaluation of Board-Appointed Officials;
 - (h) Review at regular intervals the performance of Board-Appointed Officials, for consideration by the Board, in accordance with established procedures, including compliance with any policy of ethics, and recommend appropriate action to the Board;
 - (i) Refer any possible integrity violations by Board-Appointed Officials to the Ethics and Audit Committee; and
 - (j) Consider any other matters related to the selection, appointment and performance evaluation that the Board deems appropriate.

II. Membership

3. The Appointment Committee will comprise:
 - (a) Three developing country Board members or alternate members; and
 - (b) Three developed country Board members or alternate members.
4. Members of the Appointment Committee will serve for an initial term of 18 months.

III. Duration

5. The Appointment Committee will be a standing committee of the Board, subject to review by the Board three years after its establishment.

IV. Guidelines for operation

6. Provisions will be put into place to manage actual and potential conflicts of interest.
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