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# Methodology for Decisions Taken Between Meetings

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**GCF/B.08/29**

1 October 2014

**Meeting of the Board**  
14-17 October 2014  
Bridgetown, Barbados  
Agenda item 26

## Recommended action by the Board

It is recommended that the Board:

- (a) Take note of the information presented in document GCF/B.08/29 *Methodology for Decisions Taken Between Meetings*; and
- (b) Adopt the draft decision presented in Annex I to this document.

## Methodology for Decisions Taken Between Meetings

### I. Introduction

1. Paragraph 41 of the Rules of Procedure of the Board (“Rules of Procedure”) provides that “[n]otwithstanding the provisions set forth in paragraph 29 [of the Rules of Procedure] [on Extraordinary Board meetings], in between Board meetings, the Secretariat, after approval of the Co-Chairs, may transmit to Board members a proposed decision with an invitation to approve the decision within a prescribed period (generally 21 days but in urgent cases no less than one week), on a no-objection basis”.

2. Paragraph 42 of the Rules of Procedure states that “[T]he Board will adopt guidelines to determine in which cases decisions without a Board meeting may be requested”. It also proceeds to state that “[p]rior to the adoption of such guidelines, the Co-Chairs will determine on a case-by-case basis which decisions may be requested without a Board meeting.”

3. Paragraph 43 of the Rules of Procedure further provides that:

*“At the expiration of the period prescribed for replies, the decision will be deemed approved unless there is an objection. If an objection has been received, the Co-Chairs will work through the objection with the Board member directly. If the objecting Board member upholds his/her objection following discussion with the Co-Chairs, the proposed decision will be considered by the Board at the following meeting. The Secretariat shall circulate all written comments and objections to Board members and alternate members and notify all the Board members and alternate members of the action taken pursuant to this paragraph.”*

4. The above procedure is to be followed in cases where an objection has been received. With regard to cases where a Board member does not object to a proposed decision but provides comments, the Rules of Procedure do not address the possibility of allowing the Secretariat to revise or modify a proposed decision taking into account such comments from Board members.

5. The purpose of this document is to propose, for consideration by the Board, a streamlined methodology for decisions that the Co-Chairs have determined may be requested between meetings pursuant to paragraph 42 of the Rules of Procedure. This proposed methodology is set out in Annex II to this document.

## **Annex I: Draft decision of the Board**

The Board, having reviewed document GCF/B.08/29 *Methodology for Decisions Taken Between Meetings*:

Adopts the methodology for decisions taken between meetings set forth in Annex II to this document.

## Annex II: Methodology for decisions taken between meetings

### I. Transmittal of proposed draft decisions

1. Upon obtaining approval of the Co-Chairs, in between meetings, the Secretariat may transmit to Board members a proposed draft decision<sup>1</sup> with an invitation to approve the decision within a prescribed period (the “Approval Period”). If the Approval Period indicated in the transmittal letter is less than 21 calendar days, the Secretariat shall provide an explanation, setting out the reason for proceeding on an urgent basis. Under no circumstances shall the Approval Period be less than one week.
2. The transmittal letter sent to Board members and referred to in paragraph 1 above may, depending on the nature of the matter to be decided, also invite Board members to make comments on the proposed draft decision within a prescribed period (the “Commenting Period”). In cases where the Approval Period is 21 calendar days (or longer), the Commenting Period shall be one week. In cases where the Approval Period is less than 21 calendar days, the Commenting Period may be shortened with the prior approval of the Co-Chairs.

### II. Incorporation of comments

3. If, during the Commenting Period, one or more Board members provide comments, the Secretariat shall, in accordance with paragraph 4 or paragraph 5 below, as applicable, prepare and transmit a revised draft decision to Board members, taking into account such comments and highlighting the revisions made to the original draft. Unless otherwise approved by the Co-Chairs, a draft decision shall be revised and transmitted to Board members only once after the Commenting Period has expired.
4. In cases where the Approval Period is 21 calendar days (or longer), the revised draft decision shall be transmitted for consideration by Board members within one week of the expiration of the Commenting Period, and the transmittal letter shall invite Board members to approve the decision within the Approval Period.
5. In cases where the Approval Period is less than 21 calendar days, the revised draft decision shall be transmitted for consideration by Board members as soon as possible after the expiration of the Commenting Period, inviting Board members to approve the decision within the Approval Period, provided, however, that under no circumstances may there be less than five calendar days between transmittal of the revised draft decision and the end of the Approval Period.
6. At the expiration of the Approval Period, the draft decision, in a revised form if comments have been received and incorporated by the Secretariat, or in its original form if Board members were not invited to comment or did not provide comments, will be deemed approved unless an objection has been received by the Secretariat in writing (including by e-mail). In this event, the procedure set out in paragraph 43 of the Rules of Procedure shall be followed.

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<sup>1</sup> A proposed draft decision may concern any matter to be decided by the Board, including, but not limited to, policy-related matters, project or programme funding proposals, and administrative or procedural issues.