



GREEN
CLIMATE
FUND

Establishment and Terms of Reference of the Appointment Committee

GCF/B.09/22

23 March 2015

Meeting of the Board

24–26 March 2015

Songdo, Republic of Korea

Agenda item 29

Recommended action by the Board

It is recommended that the Board:

- (a) Take note of the information presented in document GCF/B.09/22 *Establishment and Terms of Reference of the Appointment Committee*; and
- (b) Adopt the draft decision presented in Annex I to this document.

Proposal for the Establishment and Terms of Reference of the Appointment Committee

I. Introduction

1. By its decision B.06/08, the Board requested the Secretariat to present 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 Evaluation Unit, the Head of the Integrity Unit and the Head of the Redress Mechanism, as well as the Executive Director. Owing to the heavy workload under the agendas of its meetings, the Board has not yet been in a position to take up this matter at a meeting.
2. With the time schedule set for the Fund to commence operations – the readiness programme is already under way, the first accreditations are planned for the March Board meeting and the first project proposals are scheduled for the October Board meeting – the Fund needs to have its three accountability mechanisms in place as a matter of good governance. Therefore, it is now proposed to adopt on a ‘no objection’ basis the resolution attached hereto as Annex I as a decision adopted between meetings.
3. Establishing the Appointment Committee now and appointing the members to the committee as soon as possible would allow the terms of reference for the heads of the three units to be considered by the Board at its June meeting. If the terms of reference are approved, the search process could start immediately after that meeting with the intention of having candidates considered and appointed by the Board at the October meeting. Given the time that a search process usually takes, this proposed time schedule is ambitious.
4. The purpose of this document is to introduce the establishment of the Appointment Committee and 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.
5. A proposal for the appointment of members to the Appointment Committee will be submitted very soon, in accordance with the rules of procedure.

Annex I: Draft decision of the Board

The Board, having reviewed document GCF/B.09/22 *Establishment and 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 out in Annex II to this document;
- (c) Requests the Appointment Committee to present promptly upon its members being appointed, for consideration by the Board at its tenth meeting, the terms of reference for the Head of the Evaluation Unit, the Head of the Integrity Unit and the Head of the Redress Mechanism, the criteria for their selection, as well as details of the selection process to be conducted;
- (d) Agrees that an open, merit-based selection process should begin no later than the second quarter of 2015;
- (e) Requests the Secretariat to convene the first meeting of the Appointment Committee via videoconference as soon as practicable after the appointment of its members; and
- (f) Further requests the Appointment Committee to recommend, for consideration by the Board at its second meeting in 2015, a performance management template for the review of the Board-appointed officials mentioned in paragraph (c) above and of the Executive Director.

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 Evaluation Unit, the Head of the Integrity Unit, the Head of the Redress Mechanism and the Executive Director (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 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 on ethics, and recommend appropriate action to the Board; and
 - (i) Consider any other matters related to the selection, appointment, accountability and performance evaluation that the Board deems appropriate.

II. Membership

3. The Appointment Committee will comprise:
 - (a) Three Board members or alternate members from developing country Parties; and
 - (b) Three Board members or alternate members from developed country Parties.
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.
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