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Meeting of the Board
2 – 5 November 2015
Livingstone, Republic of Zambia
Provisional agenda item 19*

GCF/B.11/09

10 October 2015

Establishment of the Appointment Committee as a standing Board committee

Summary

The Board in decision B.09/14 decided “to take up at its eleventh meeting the establishment of a standing 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”.

The purpose of this document is to introduce the establishment of the Appointment Committee as a standing Board committee, to propose the terms of reference for consideration by the Board at the eleventh meeting and to appoint its members.

* The agenda item number will be determined when the final sequence of items in the provisional agenda is confirmed by the Co-Chairs.

I. Background and introduction

1. In 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 (collectively referred to as “Board-Appointed Officials”).
2. The Secretariat presented document GCF/B.09/22 titled “Establishment and terms of reference of the Appointment Committee” with the purpose of introducing the establishment of the Appointment Committee and proposing the terms of reference for consideration by the Board at the ninth meeting.
3. At the ninth meeting of the Board, the Board established an ad-hoc Appointment Committee¹ and adopted its terms of reference.² In the same decision, the Board decided “to take up at its eleventh meeting the establishment of a standing 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”.³
4. Pursuant to decision B.09/14, paragraph (f), the purpose of this document is to introduce the establishment of the Appointment Committee as a standing Board committee, to propose the terms of reference for consideration by the Board at its eleventh meeting and to appoint its members.

II. Recommended action by the Board

5. It is recommended that the Board:
 - (a) Take note of the information presented in document GCF/B.11/09 titled “Establishment of the Appointment Committee as a standing Board committee”; and
 - (b) Adopt the draft decision presented in annex I to this document.

III. Terms of reference of the Appointment Committee

6. The terms of reference adopted by decision B.09/14, paragraph (b), apply to the ad-hoc Appointment Committee. The terms of reference of the Appointment Committee presented in Annex II to this document differ from those one adopted by previous decisions to reflected the extended scope of work to be performed by the Appointment Committee.
7. In the terms of reference adopted for the ad hoc Appointment Committee, the role of the Committee was limited to the appointment of the three heads of the accountability units whereas the role of the standing Appointment Committee extends to assist the Board in the performance reviews, salary decisions and accountability not only of the three heads of the accountability units, but also of the Executive Director.⁴

¹ Decision B.09/14, paragraph (a).

² Decision B.09/14, paragraph (b).

³ Decision B.09/14, paragraph (f).

⁴ Paragraphs 2(g) and (h) of Annex II to this document.

IV. Appointment of members of the Appointment Committee

8. In order to allow for a smooth and uninterrupted transition of the ongoing work undertaken by the ad hoc committee, which will cease to function upon the establishment of the Appointment Committee hereunder,⁵ it is proposed that the Board also appoints the initial members of the committee through the decision attached as Annex I.

⁵ Decision B.09/14, annex XV, paragraph 5(b) (document GCF/B.09/23, annex XV, paragraph 5(b)).

Annex I: Draft decision of the Board

The Board, having reviewed document GCF/B.11/09 titled “Establishment of the Appointment Committee as a standing Board Committee”:

- (a) Establishes the Appointment Committee as a standing 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; and
- (c) Appoints the following members of the Board and alternate members of the Board as members of the Appointment Committee:
 - (i) Ms. Andrea Ledward;
 - (ii) Mr. Jan Cedergren;
 - (iii) Mr. Javier Sanz;
 - (iv) Ms. Mariana Micozzi;
 - (v) Mr. Nojibur Rahman; and
 - (vi) Mr. Zaheer Fakir.

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 members of the Board or alternate members of the Board from developing country Parties; and
 - (b) Three members of the Board or alternate members of the Board 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.
