



**GREEN
CLIMATE
FUND**

Meeting of the Board
2 – 5 November 2015
Livingstone, Republic of Zambia
Provisional Agenda Item 30*

GCF/B.11/16

10 October 2015

Date and venue of the next meeting of the Board of the Green Climate Fund

Summary

This document provides background information for the Board of the GCF to consider in the adoption of a decision on the date and venue of the twelfth meeting of the Board, as well as on tentative dates and on the venues of the thirteenth and fourteenth meetings of the Board, subject to final confirmation of the dates of the thirteenth and fourteenth meetings at the preceding meetings of the Board, in accordance with paragraph 17 of the Rules of Procedure. A Board decision on this matter will allow for adequate planning, scheduling and organization of Board meetings and related arrangements.

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

I. Introduction

1. The Board of the Green Climate Fund (GCF) currently holds three meetings a year. As per paragraph 17 of the Rules of Procedure, the Board confirms the date and duration of the following meeting at each meeting. As per current practice, the venue of the following Board meeting is also decided at each meeting.
2. This document proposes dates for the twelfth meeting of the Board (B.12) to be considered by the Board with a view to adopting a decision at its eleventh meeting (B.11), and the tentative dates for the thirteenth and fourteenth meetings of the Board (B.13 and B.14), to be confirmed at B.12 and B.13, respectively. It also proposes the venue for B.12 to be considered by the Board with a view to adopting a decision at B.11; and venues for B.13 and B.14 to be considered by the Board with a view to adopting a decision at B.12 in order to allow for timely preparations and logistical arrangements. In the case of meetings hosted outside GCF headquarters, deciding on the venue of Board meetings as proposed above will enable the Secretariat to pursue its consultations on the legal agreement to host a Board meeting in a timely manner, thereby facilitating overall technical and logistical arrangements.
3. In order for the Board to have sufficient information to adopt a decision on the matter, this document provides the reasons for planning in advance the meetings to be held in 2016, subject to confirmation of the dates of B.13 and B.14 at B.12 and B.13 respectively, in accordance with paragraph 17 of the Rules of Procedure.

II. Considerations

2.1 Dates of meetings of the Board in 2016

4. In addition to deciding on the date and venue of B.12, the Board is further invited to decide on the venues for B.13 and B.14, and to agree on tentative dates for these two meetings, subject to confirmation of the dates at B.12 and B.13, respectively. The main factors underlying this suggestion are explained below:
 - (a) **Facilitation of scheduling:** Within a short timeframe, it is often difficult to find suitable dates that accommodate the schedules of Board members and other participants, as the dates of Board meetings have to be scheduled around events and meetings of other relevant organizations and bodies who usually confirm their dates earlier. Deciding on the date and venue of B.12, on tentative dates of B.13 and B.14, and on the venues of B.13 and B.14, would ensure that the tentative dates and the venues are publicly available on the GCF website well in advance, thus avoiding last-minute scheduling clashes;
 - (b) **Longer term strategizing:** Deciding on the date and venue of B.12, on tentative dates of B.13 and B.14, and on the venues of B.13 and B.14, would give a longer term outlook to the work plan for 2016. This would also allow the Board and the Secretariat to better prepare for the agenda items for each meeting, in accordance with Board decisions;
 - (c) **Sufficient time to prepare and plan for Board meetings:** Board meetings require considerable substantive, logistical and technical preparation. Planning and setting the dates in advance would help ensure a more consistent number of weeks between meetings, which would result in better planning and use of resources; and
 - (d) **Greater certainty for meeting participants:** Board members, observers and other participants will have certainty concerning the venues and tentative dates for the meetings of the year, facilitating the scheduling of their respective calendars in advance.

5. Taking into account the reasons above, the Board is requested to consider the following dates for Board meetings in 2016, which to the best of the Secretariat's knowledge do not conflict with any other major events relevant to the work of the GCF:

- (a) B.12 (first meeting in 2016): Tuesday, 8 March, to Thursday, 10 March;
- (b) B.13 (second meeting in 2016): Tuesday, 28 June, to Thursday, 30 June; and
- (c) B.14 (third meeting in 2016): Tuesday, 18 October, to Thursday, 20 October.

6. The dates proposed above will ensure a similar, consistent preparation period between B.12 and B.13 (15 weeks) and between B.13 and B.14 (15 weeks). It is important to note that B.14 would be held 17 days before the start of the twenty-second session of the Conference of the Parties to the UNFCCC, which is scheduled to be held from 7 to 18 November 2016. As there are other relevant events already scheduled for late September and early October (e.g. the Seventy-First Session of the United Nations General Assembly, the seventeenth conference of the Parties of the Convention on the International Trade in Endangered Species of Wild Fauna and Flora, and the twenty-eighth meeting of the Adaptation Fund Board) there are no earlier dates available for B.14.

2.2 Venue of the meetings of the Board in 2016

7. It is proposed that the first two Board meetings in 2016 be held at GCF headquarters (HQ) in Songdo, Republic of Korea, for the following reasons:

- (a) **Operational capacity:** HQ has the full and available operational capacity to host Board meetings, in terms of staff resources and office logistics, along with easily accessible transport links and accommodation facilities in Songdo;
- (b) **Organizational logistics:** Hosting Board meetings at HQ contributes to building site experience for hosting these significant events, thereby facilitating the preparations and running of each meeting with increasing efficiency;
- (c) **Investment in HQ office infrastructure:** A significant investment has been made to ensure that HQ office facilities are of a sufficiently high standard to host an international meeting of this scale. The more this infrastructure is utilized, the higher the return on the investment;
- (d) **Value for money:** A significant number of Secretariat staff are needed to support Board meetings. The cost of travel and accommodation of staff for meetings outside Songdo is significant, with a direct impact on the administrative budget. For this reason, only a limited number of GCF staff travel to venues of Board meetings outside HQ, with ensuing constraints in the provision of support for the conduct of Board meetings;
- (e) **Practice of other international entities:** It is the practice of other international entities to hold Board meetings at the institution's headquarters; and
- (f) **Privileges and immunities:** The provisions under the agreement on privileges and immunities between the Republic of Korea and the GCF are extended to Board members and alternate members, including during meetings. When meetings are held outside HQ, the negotiation, and signing, of a separate agreement on privileges and immunities with the host country tends to be a lengthy and time-consuming process.
- (g) **Host country hospitality:** The government of the Republic of Korea warmly welcomes Board members and participants to the Board meetings, as holding meetings at HQ contributes to raise the profile of the location of the GCF.

8. It is therefore proposed to hold the first and second Board meetings in 2016 at HQ, and to hold the third Board meeting in 2016 outside of HQ, acknowledging the offers to host

received to date, and in line with the practice in 2015. Two countries, Ecuador and Namibia, have expressed their interest in hosting a Board meeting in 2016:

- (a) Ecuador offered to host B.11 in 2015. At the tenth meeting of the Board, the Board noted that Ecuador verbally extended its offer to host a Board meeting in 2016; and
 - (b) Namibia expressed its interest to host a Board meeting in 2015, and extended its offer to host a Board meeting in 2016 through correspondence dated 4 July 2015.
9. In case the countries which have offered to host a Board meeting in 2016 are no longer able to accommodate the offer, B.14 may be hosted at HQ.
10. It is proposed that the Board decide at B.11 on the venue for the three meetings of the Board in 2016, in order to allow for the proper planning and timely undertaking of legal, technical and logistical arrangements.

Annex I: Draft decision of the Board

The Board, having reviewed document GCF/B.11/16 titled “Date and venue of the next meeting of the Board”:

- (a) Decides that:
- (i) The twelfth meeting of the Board will take place from Tuesday, 8 March 2016, to Thursday, 10 March 2016, in Songdo, Republic of Korea;
 - (ii) The thirteenth meeting of the Board will take place from Tuesday, 28 June 2016, to Thursday, 30 June 2016, in Songdo, Republic of Korea, with these dates to be confirmed at the twelfth meeting of the Board; and
 - (iii) The fourteenth meeting of the Board will take place from Tuesday, 18 October 2016, to Thursday, 20 October 2016, in [Ecuador/Namibia], with these dates to be confirmed at the thirteenth meeting of the Board; and
- (b) Requests the Secretariat to pursue its consultations with [Ecuador/Namibia] with a view to concluding the required legal agreement and to making the necessary arrangements.
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