



**GREEN
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Meeting of the Board
5 – 6 July 2017
Songdo, Incheon, Republic of Korea
Provisional agenda item 25

GCF/B.17/04

6 July 2017

Date and venue of the following meeting of the Board

Summary

This paper is prepared to assist the Board in confirming the date and venue of the eighteenth meeting of the Board and in providing guidance to the Secretariat in preparation for the eighteenth meeting of the Board. The paper also proposes recommendations to provide greater clarity on the process of setting dates and venues for future Board meetings.

I. Introduction

1. This paper is prepared to assist the Board in confirming the date and venue of the eighteenth meeting of the Board (B.18).
2. As per paragraph 17 of the Rules of Procedure of the Board, at each meeting, the Board will confirm the date and duration of the following meeting.
3. By decision 15/17, paragraph (c), the Board decided that the eighteenth meeting of the Board will be held from Tuesday, 3 October 2017, to Thursday, 5 October 2017, in Songdo, with these dates to be confirmed at the seventeenth meeting of the Board.
4. By decision B.16/08, paragraph (b), the Board decided that B.18 will take place in the Arab Republic of Egypt, from Tuesday, 3 October 2017, to Thursday, 5 October 2017, with these dates to be confirmed at the seventeenth meeting of the Board.
5. The Board, by paragraph (c) of B.16/08, requested the Secretariat to initiate consultations with the host country, with the aim of finalizing the memorandum of understanding for the hosting of a Board meeting before the seventeenth meeting of the Board.
6. A decision between meetings proposing a change in dates for B.18 was circulated to the Board with a no-objection period ending on Thursday 25 May. The decision was not agreed and the matter will be addressed in this item on the date and venue of the next meeting.

II. Dates and venue of the following meeting

7. Given the progress made in the Memorandum of Understanding to host B.18, it is suggested to confirm Egypt as the venue for the Board meeting, and following the advice of the host country, the city of Cairo is proposed as the location.
8. The draft decision contained in the annex to this document proposes the dates of 30 September to 2 October for date of B.18. This follows consultations by the Co-Chairs to find a date amendable to members.
9. The draft decision in the annex also proposes two changes to strengthen the process for setting the dates for Board members
 - (a) At the second Board meeting for each year, the Board will consider the schedule of Board meetings for the next calendar year and this process will begin at the twentieth board meeting.
 - (b) In scheduling dates, the Board will take all measures to avoid official UN holidays, both fixed and floating.
10. To provide at least six months notice for members, the Board can agree on the date and venue for the nineteenth meeting of the Board at this meeting and recommends 27 February to 1 March 2018.

III. Possible actions by the Board

11. The Board may wish to adopt the draft decision presented in the annex I.

Annex I: Draft decision of the Board

The Board, having reviewed document GCF/B.17/04 titled “Date and venue of the following meeting of the Board”:

- (a) Decides that the eighteenth meeting of the Board will take place in Cairo, Arab Republic of Egypt, from Saturday, 30 September to Monday, 2 October 2017;
 - (b) Agrees that the nineteenth meeting of the Board will take place from 27 February to 1 March 2018 in Songdo;
 - (c) Recommends the Secretariat propose, at the second Board meeting for each calendar year, the schedule of Board meetings for the following calendar year, with this process to begin at the twentieth Board meeting;
 - (d) Requests the Secretariat in presenting the indicative schedule of Board meetings to take into account all official UN holidays, including both fixed and floating holidays.
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