

Logistics Note

31st Meeting of the Board

28 March – 31 March 2022



SEQUENCE OF MEETINGS

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|--|---|--|
| Thursday, 24 th March | Technical session on accreditation proposals and funding proposals* | 12:00 – 16:00 (UTC) 21:00 – 01:00 (KST) |
| Monday, 28 March – Thursday, 31 March | Thirty-first meeting of the Board* | 12:00 – 16:00 (UTC) 21:00 – 01:00 (KST) |

Note: Other sessions may be arranged and information will be sent to Board members in due course.

** Events open for the participation of active observers.*

Board members and advisers will be informed on the scheduling and timing of constituency meetings by the relevant Co-Chair. Board Committees and Panels are invited to schedule their B.31 preparatory meetings at a convenient date and time for their members.

The virtual meeting room for the formal Board meeting will open thirty minutes in advance of the official start time at 11:30 AM (UTC) / 8:30 PM (KST). All attendees are requested to join the meeting room at that time to ensure proper connectivity and allow adequate time to address any technical issues. Attendees will be placed in the waiting room and will be admitted into the main Boardroom by the Secretariat.

REGISTRATION & PARTICIPATION

Given the health concerns related to the COVID-19 pandemic, the thirty-first meeting of the Board (B.31) will be held virtually **via Zoom** (video conference software).

REGISTRATION FOR B.31 ATTENDEES

Board and alternate members will be contacted by the Secretariat to confirm their participation in the meeting and to nominate their two primary and additional advisers. Active observers and representatives from accredited entities will also be contacted to confirm their participation via email.

Attendees should join B.31 from their offices or homes in accordance with their local government guidelines.

For any issues related to registration, please contact secretarytotheboard@gcfund.org.

For further information on procedures for participating in the meeting as well as notes on specific Zoom features, please see the separate document ***Manual for Virtual Board Meetings***.

| Attendee Type | Registration | Access | | | |
|--|---|---|-----------------------------|-------------------------------------|-----------------------------------|
| | | Boardroom | Constituency Meeting Rooms* | Consultation and technical sessions | Technical sessions on APs and FPs |
| Board members and alternate members | Registration will be in two stages: 1. Initial registration via email; 2. Subsequent registration via Zoom. | Yes | Yes | Yes | Yes |
| Registered Primary Advisers ** | | Yes | Yes | Yes | Yes |
| Other Registered Advisers | Upon confirmation of the registration via email, Attendees will be provided with Zoom access. | No | Yes | Yes | Yes |
| Active Observers | | Yes | No | No | Yes |
| Relevant accredited entities | For Attendees who are unable to access Zoom, the Secretariat will provide an alternative connection. | Yes | No | No | Yes |
| All other participants | | The formal Board meeting will be webcast live and can be accessed via the GCF website. | | | |

* Separate virtual meeting rooms for each constituency will be made available.

** Only two primary advisers per Board member and two per alternate Board member will be allowed in the virtual Board room.

DRESS CODE

Please note that business casual is expected at B.31.

LIVE WEBCAST

The B.31 proceedings will be webcast live and can be accessed via the GCF website.

For further ICT inquiries, please contact the GCF ICT servicedesk at servicedesk@gcfund.org.