GREEN CLIMATE FUND

Logistics Note
26th Meeting of the Board
18 – 21 August 2020

SEQUENCE OF MEETINGS		
Monday, 17 August	12 – 4 PM (UTC) 9 PM – 1 AM (KST)	Constituency meetings Meetings of committees, panels and groups *[Informal Board meeting TBC]*
Tuesday, 18 - Friday, 21 August	12 – 4 PM (UTC) 9 PM – 1 AM (KST)	Twenty-sixth meeting of the Board

The virtual meeting room for the formal Board session 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 twenty-sixth meeting of the Board (B.26) will be held virtually **via Zoom** (video conference software).

REGISTRATION FOR B.26 ATTENDEES

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

Attendees should join B.26 from their offices or homes in accordance with their local government guidelines. Members and alternate members of the Board who are unable to join the meeting from their offices, homes or with their current technology infrastructure will be provided assistance to connect through alternative arrangements.

Please contact B.26-Support@gcfund.org if you have not already been contacted by the Secretariat.

For further information on **procedures for participating in the meeting** as well as notes on specific Zoom features, please see the Manual for Virtual Board meeting at the end of this note.

Attendee Type	Registration	Access		
		Boardroom	**Constituency Meeting Rooms***	**Informal Meeting Session**
Board members and alternate members	Registration will be in two stages: 1. Initial registration via email; 2. Subsequent registration via Zoom. Upon confirmation of the registration via email, Attendees will be provided with Zoom access. For Attendees who are unable to access Zoom, the Secretariat will provide an alternative connection.	Yes	Yes	Yes
Registered Primary Advisers **		Yes	Yes	Yes
Other Registered Advisers		No	Yes	Yes
Active Observers		Yes	No	Yes
Relevant accredited entities		Yes	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 one primary adviser per Board member and one per alternate Board member will be allowed in the Board room.

DRESS CODE

Please note that business casual is expected at B.26.

LIVE WEBCAST

The B.26 proceedings will be webcast live and can be accessed via the GCF website.

For further inquiries, please contact GCF servicedesk B.26-Support@gcfund.org.

MANUAL FOR VIRTUAL BOARD MEETING

Content

INTRODUCTION

This manual contains essential information needed on the **procedures** the Board may use to participate in the virtual meeting. It also provides guidance on how to **download**, **register,** and make **full use of the features** on Zoom during B.26.

Please read the manual carefully to understand how to operate the main settings necessary to register for and join the meetings, to interact and intervene during meetings, and access documents.

In addition to this manual, ICT will hold 15 minutes session prior to every meeting to further explain the procedures on the manual and provide support.

MAIN PROCEDURES

To facilitate the proceedings of the virtual Board meeting, the following procedures and points of etiquette will be implemented:

- Board members and active observers wishing to provide an **intervention** should use the **Raise Hand** feature in Zoom to be added to the speakers list.

- Any other speakers, such as technical experts or representatives of accredited entities, will be invited by the Co-Chairs to intervene as appropriate.

- For Board members wishing to raise a **point of order**, they may do so by entering "Point of order" **as a message in the chat function of Zoom.**

- Board members should indicate **via the chat function of Zoom** should they wish **to allow their alternates to replace them**for an item. The host will then indicate the change by placing an *asterisk (*)* next to the Alternate Board Member's name.

- In such instances, the Board member should turn off their camera and microphone, and the alternate should turn on their camera and microphone in order participate. The Board Member should communicate their return also via the chat function.

- **Documents** discussed during the meeting, such as draft decisions being considered by the Board, will be shared with the Board through **a direct secure link sent via Zoom chat,**which will redirect you to the Board Library and will require log-in for access.

- Board and alternate members who are **not joining** the meeting via Zoom (i.e. joining via PEXIP, Teams, or Skype) and/or do not have access to the Raise Hand or Chat function in Zoom will use **the BM26 - WhatsApp Group** to raise their hand, raise a point of order and/or indicate when their alternates to replace them for an item. Board and alternates can join the group chat dedicated to B.26 through one of the following methods:

Scanning the following QR:

Opening the following URL in your phone:

https://chat.whatsapp.com/Cnufat8CF5g9hL1jjT7Poa

Adding the following contact on your phone and messaging it on WhatsApp:

BM26 ICT Support
Green Climate Fund

+82 10-7477-6099

HOW TO REGISTER TO ZOOM MEETINGS

Participants will receive an email which will contain a **link to Zoom Meeting** registration.

Depending on their Attendee type, participants may receive more than one Zoom registration link.

Please **register** for the Zoom meetings upon receipt of the email. The Secretariat will verify participation to the Zoom meetings on this basis.

After registering for the Zoom meeting, a final **confirmation e-mail** will be received by the participants, containing the details for joining the meeting.

To join a Zoom meeting, see "How to join a Zoom meeting" below.

HOW TO DOWNLOAD ZOOM

Please download and install the Zoom application before the meeting you would like to join.

Go to https://zoom.us/download, download the specific version for your device, and run the installation.

For additional tips on using Zoom, please visit the GCF Zoom Video Conferencing Page and navigate to our Frequently Asked Questions and Zoom fundamentals here.

We're now downloading Zoom ...

Your download should automatically start within seconds.
If it doesn't, restart the download

Zoom is available on Mobile and Tablet.

Download in App Store

Download in Google Play

HOW TO JOIN A ZOOM MEETING

After registering for the Board meeting via Zoom, you will have received a confirmation email similar to the below with the relevant link and all the necessary information to join the meeting

1. Select "**Click Here to Join"** to join the meeting through a computer.

2. Enter the meeting **password**, which is provided in the confirmation e-mail.

3. Once successfully connected, you will be placed in the meeting "waiting room", and the Secretariat will admit you to the meeting.

Thank you for registering for

Please submit any questions to:

Date Time:

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Password:

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room
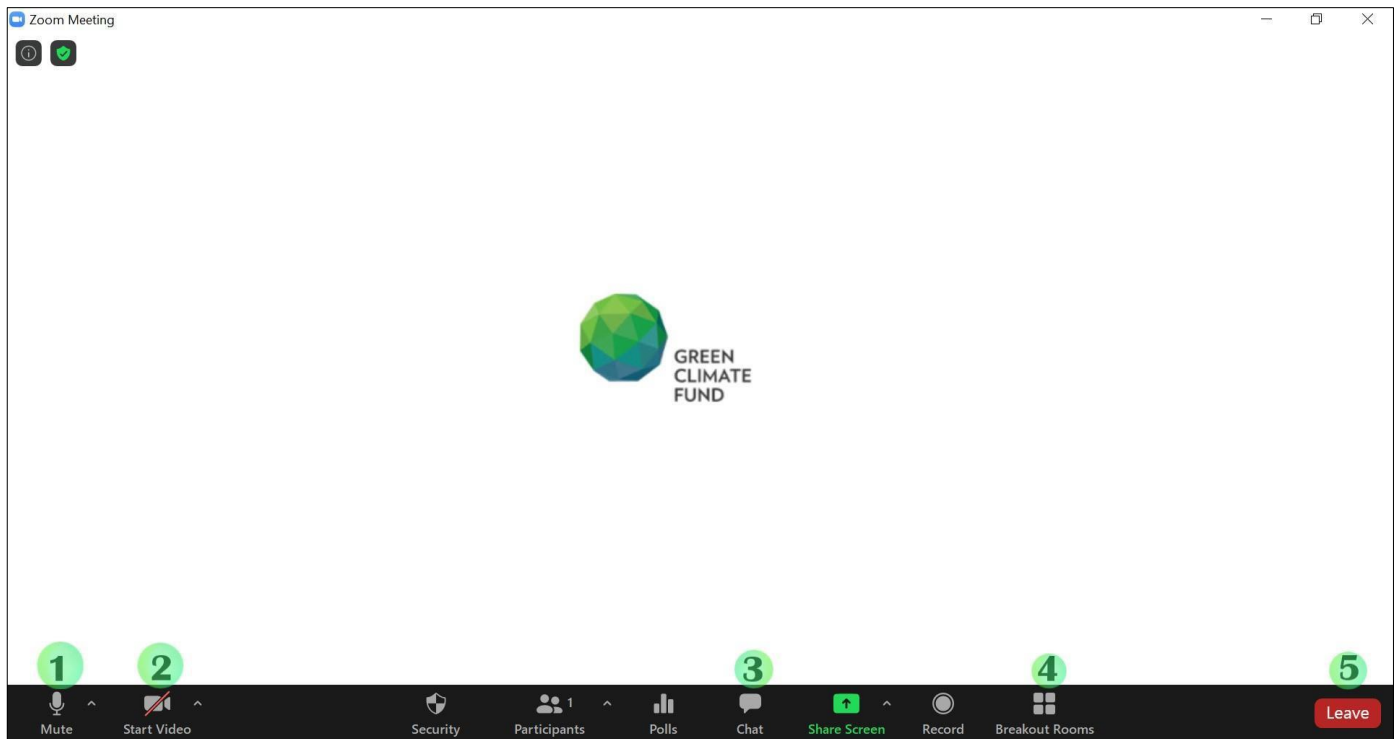
Participants are invited to be familiar with the following

relevant features of Zoom:

1. **Mute / Unmute:** Mute and unmute your microphone.
2. **Start Video / Stop Video:** Turn your camera on or off.
3. **Chat:** Access the chat window to chat with the host/co-host.
4. **Access to Breakout Room:**
   - *Attendees may be invited into breakout rooms during the Board meeting if needed. Kindly note this is **separate** from the constituency meeting room(s), for which a separate meeting link will be provided.*
5. **Leave:** Leave the meeting while it continues for the other participants.

The following additional features will be especially important for participation in the Board
meeting: **Raise Hand** and **Chat.**

<div style="text-align: right;">**HOW TO RAISE HANDS**</div>

This feature will allow Board Members and active observers to intervene during the Board meeting sessions.   By using the Raise Hand feature, the Board member or active observer will be added to the speakers list.
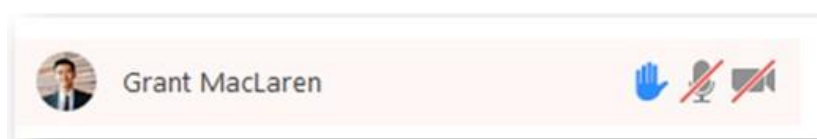
- Click on the **Participants** button

- Click **Raise Hand**

  o
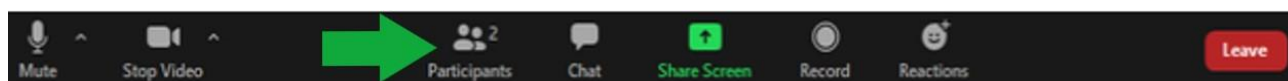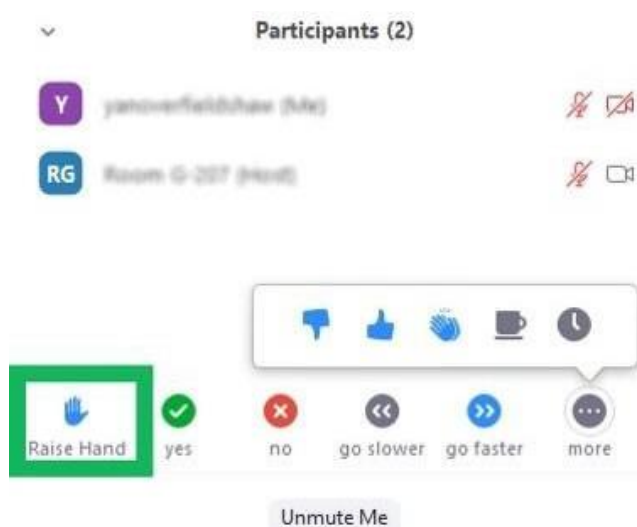
- Once clicked, the **Raise Hand** icon will appear next to your name in the **Participants** list.

The Secretary to the Board will note the order in the list and inform the Co-Chairs internally. Co-Chairs will invite members to speak accordingly.

Once your intervention is done, please click the **Raise Hand** button again to lower your hand.

HOW TO USE CHAT

The chat function will be available for meeting participants to chat with the Secretariat hosts.

The chat function will also be used to **share documents** during the session.
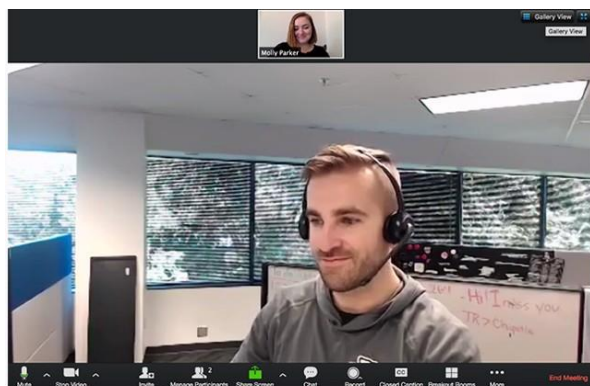
The chat function is also an alternative solution for users who are not able to use the **Raise Hand** feature via Zoom (e.g. those who have been added to the WhatsApp group, as well as those connected to the Board meeting via Skype for Business).
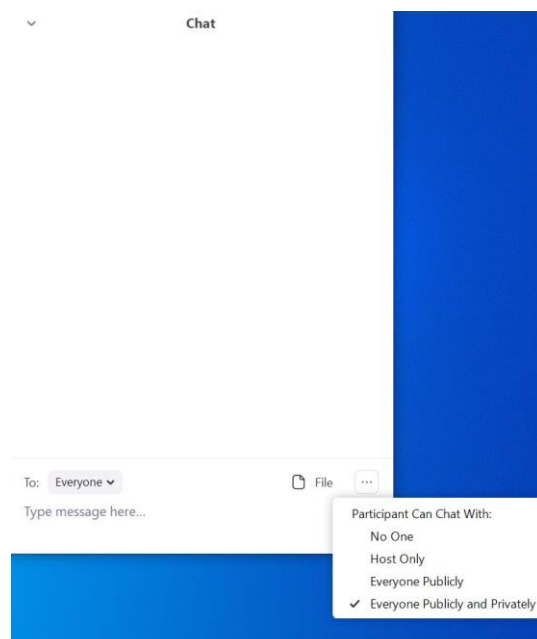
ZOOM DISPLAY LAYOUTS

On the top right corner, you will find different display options.

Active Speaker Zoom Layout

Gallery View (up to 49 tiles)

Documents discussed during the meeting, such as draft decisions being considered by the Board, will be shared with the Board through a **direct link** sent via Zoom chat, which will redirect you to the **Board Library**. You will need to log in using your Board library **username** and **password**. If you find any issues, please contact B.26-Support@gcfund.org.

In the event that any changes are being suggested by the Board Members to finalize text in real time, this will be displayed on the main screen of the host (Secretariat).

- The document should **open directly**, if not **double click** on the desired document to open it

TIPS & BEST PRACTICES

- Stay on mute if you are not talking.
- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when talking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

TROUBLESHOOT AND TECHNICAL SUPPORT

GCF Support

Participants can contact the Secretariat ICT team for assistance at any time through the two channels:

1. By **e-mail**: please contact B.26-Support@gcfund.org
2. By **Zoom**: please send a chat message to the host participant called **ICT Support** in the Zoom meeting chat space.