



**GREEN  
CLIMATE  
FUND**

**MANUAL FOR  
VIRTUAL BOARD  
MEETING**

## Content

INTRODUCTION .....	3
MAIN PROCEDURES .....	3
HOW TO REGISTER TO ZOOM MEETINGS .....	5
HOW TO DOWNLOAD ZOOM.....	6
HOW TO JOIN A ZOOM.....	6
MEETING .....	6
ZOOM FEATURES TO USE FOR THE BOARD MEETING .....	7
HOW TO RAISE HANDS.....	8
HOW TO USE CHAT.....	9
HOW TO ACCESS.....	10
THE BOARD LIBRARY .....	10
TIPS & BEST PRACTICES .....	11
TROUBLESHOOT AND TECHNICAL SUPPORT .....	11

## 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.27.

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, if further assistance is required, ICT can schedule 15 minutes session prior to B.27 meeting to 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 BM27- 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.27 through one of the following methods:

Scanning the following QR:



Opening the following URL in your phone:

<https://chat.whatsapp.com/Cnufat8CF5g9hL1jjT7Poa>

## 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.

Meeting Registration

---

**Topic** Webinar: 2024-2025 Green Climate Fund (GCF) Grant Application Process

**Description** This webinar is for the purpose of providing information on the GCF Grant Application Process. It will cover the key steps in the process, from identifying a project to submitting an application. It will also provide an opportunity for participants to ask questions of the GCF staff. The webinar is free of charge and is open to all interested parties. The GCF is a multilateral fund that provides grants to developing countries to support climate change mitigation, adaptation, and resilience activities. The GCF is a key source of financing for climate change action in developing countries. The GCF is a key source of financing for climate change action in developing countries. The GCF is a key source of financing for climate change action in developing countries.

**Time** 10:00 AM - 12:00 PM (GMT-5)

---

**First Name\***

**Last Name\***

**Email Address\***

**Confirm Email Address\***

**City\***

**Country/Region\***

**Phone\***

**Organization\***

**Job Title\***

\* Required information



## 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 "Zoom Test - GCF Rooms & GCF Secretariat"

Please submit any questions to: [j.parker@gcfcrs.org](mailto:j.parker@gcfcrs.org)

Date Time: Jul 19, 2020 10:00 PM GMT

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

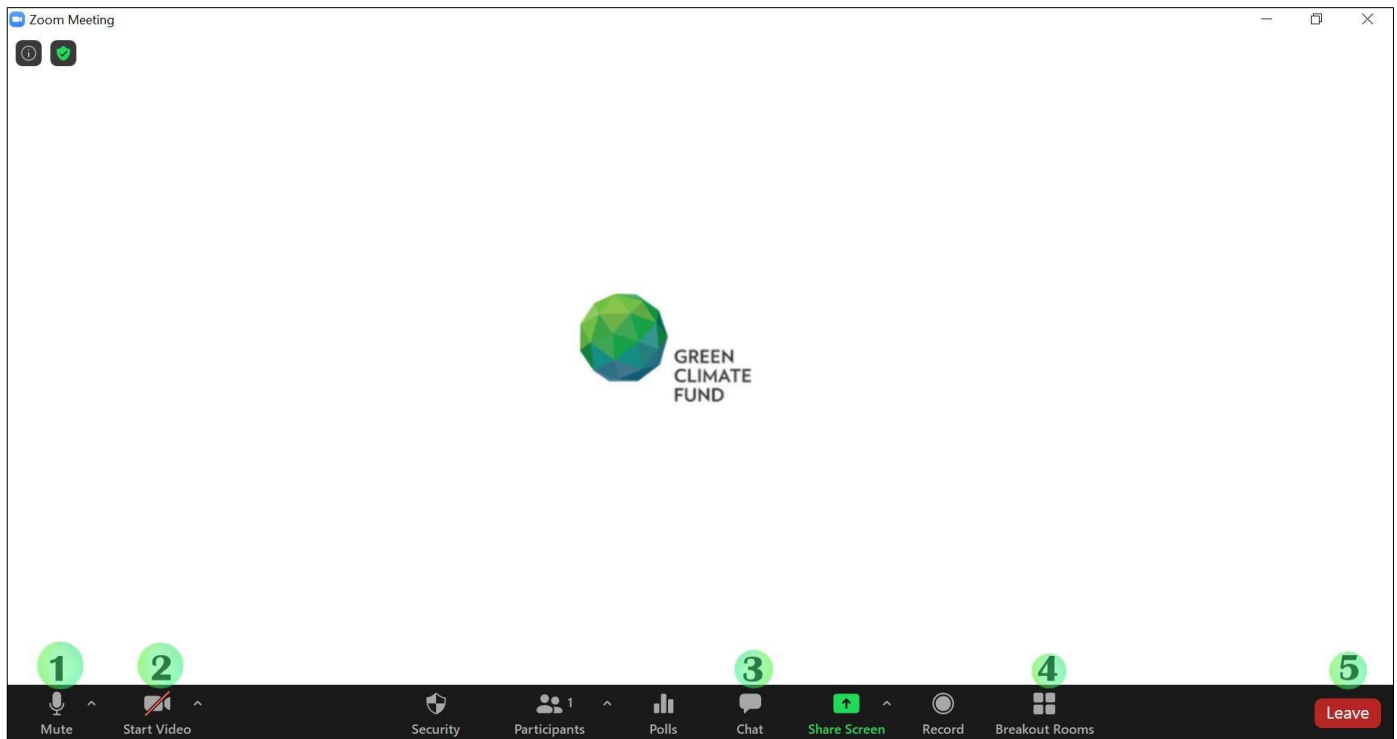
Password: 888788

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

Molly Parker's Personal Meeting Room



## ZOOM FEATURES TO USE FOR THE BOARD MEETING



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.

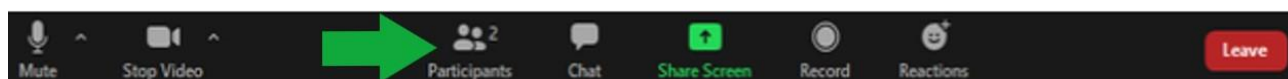
The following additional features will be especially important for participation in the Board meeting: **Raise Hand** and **Chat**.



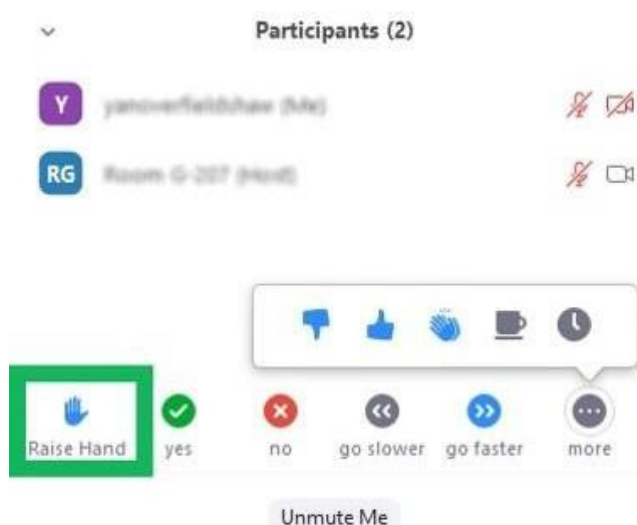
## HOW TO RAISE HANDS

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.

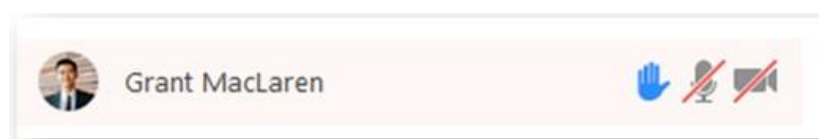
- Click on the **Participants** button



- Click **Raise Hand**



- 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.



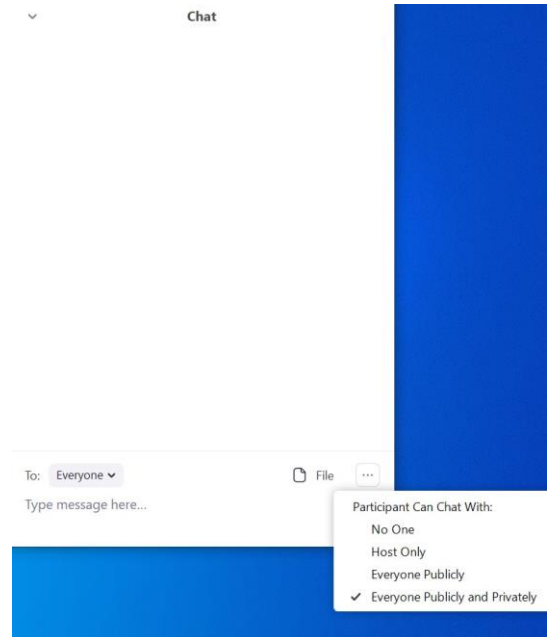


## HOW TO USE CHAT

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.

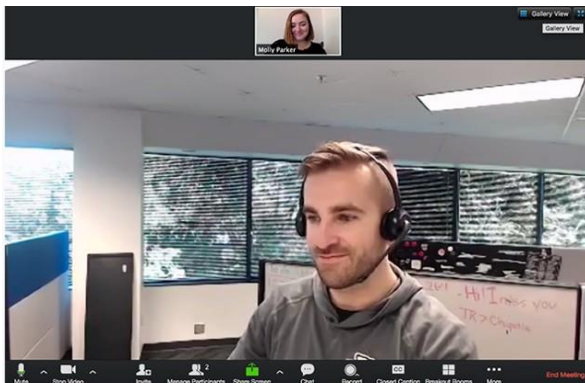
The chat function is also an alternative solution for users who are not able to use the **Raise Hand** feature via Zoom (e.g. those who have been added to the WhatsApp group, as well as those connected to the Board meeting via Skype for Business).



## ZOOM DISPLAY LAYOUTS

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

### Active Speaker Zoom Layout



### Gallery View (up to 49 tiles)



## HOW TO ACCESS THE BOARD LIBRARY

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 [BM-Support@gcfund.org](mailto:BM-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).

Chat

From Lawrence Rivers to Everyone:  
Check out this great site:  
<https://www.sleepinggiantspat.com>  
Here:  
Can you? <https://www.sleepinggiantspat.com>

### LOGIN

#### Get accredited

Welcome to GCF's online platform. Please note that access to this secure portal is available to GCF Accredited Entities (AE) and those applying for accreditation.

USERNAME

PASSWORD

LOG IN

#### Forgot your username or password?

If you have forgotten your username and/or password, please [contact GCF](#)

#### Access Conditions

You are signing-in to secure applications operated by the Green Climate Fund for its official business. You have been granted the right to access these applications and the information contained in them to facilitate your official business with GCF. Misuse of your access rights may result in denial of further access. Your accounts and passwords are your responsibility. Do not share them with anyone.



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

### Board Library

#### Board Library

#### Board Documents

[+ new document](#) or drag files here

✓		Name	Modified
✓		test 2	... 4 days ago
		TEST	... 4 days ago



## TIPS &amp; 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 [BM-Support@gcfund.org](mailto:BM-Support@gcfund.org)
2. By **Zoom**: please send a chat message to the host participant called **ICT Support** in the Zoom meeting chat space.

