



**GREEN
CLIMATE
FUND**

**MANUAL FOR
VIRTUAL BOARD
MEETINGS**

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INTRODUCTION

This manual contains essential information on the **procedures** that Board members may use to participate in the virtual meeting. It also provides guidance on how to **register for sessions, download the application**, and make **full use of the features** in Zoom during B.31.

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, the GCF Information and Communications Technology (ICT) team can schedule a 15-minute session prior to every meeting to further explain the procedures in 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. Please kindly note that comments shared in the chat function of Zoom are not recorded in the report of the Board meeting.
- Any other participants, 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 to participate. The Board member should also communicate their return via the chat function.

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



HOW TO REGISTER FOR ZOOM MEETINGS

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

"Please note that the term "Zoom meeting" as used in this manual corresponds to one Zoom session within the virtual Board meeting. There will be a dedicated Zoom registration link for each day of the Board meeting, and participants must register for each of those days separately."

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 in the Zoom meetings on this basis.

After registering for the Zoom meeting, a final **confirmation email** 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: [2024-2025 Green Climate Fund Board Meeting - 2024-05-20 14:00:00](#)

Description: [2024-2025 Green Climate Fund Board Meeting - 2024-05-20 14:00:00](#)

Time: [2024-05-20 14:00:00](#)

First Name*

Last Name*

Email Address*

Confirm Email Address*

City*

Country/Region*


Phone*

Organization*

Job Title*

* Required information

[Register](#)

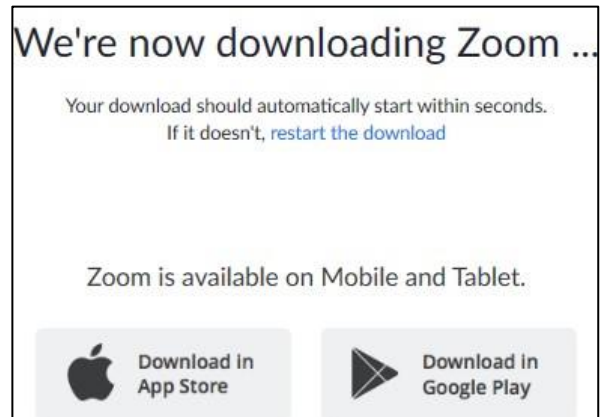



HOW TO DOWNLOAD ZOOM

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.

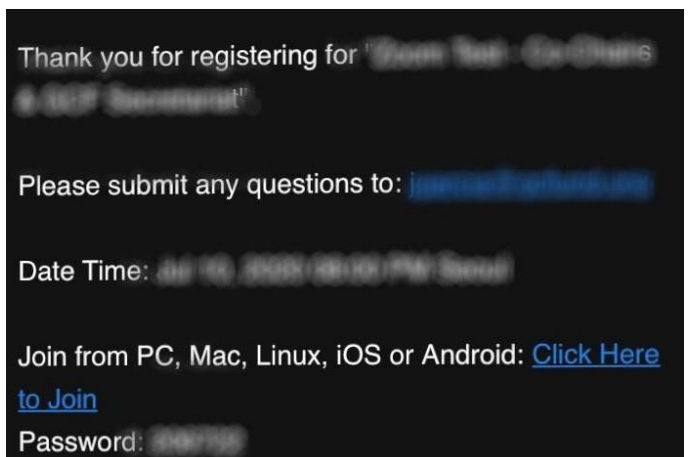
For additional tips on using Zoom, please visit the GCF Zoom Video Conferencing Page and navigate to our Frequently Asked Questions and Zoom fundamentals [here](#).



HOW TO JOIN A ZOOM MEETING

After registering for a Board meeting session via Zoom, you will receive a confirmation email with instructions similar to those 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 email.
3. Once successfully connected, you will be placed in the meeting “waiting room”, and the Secretariat will admit you to the meeting.



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

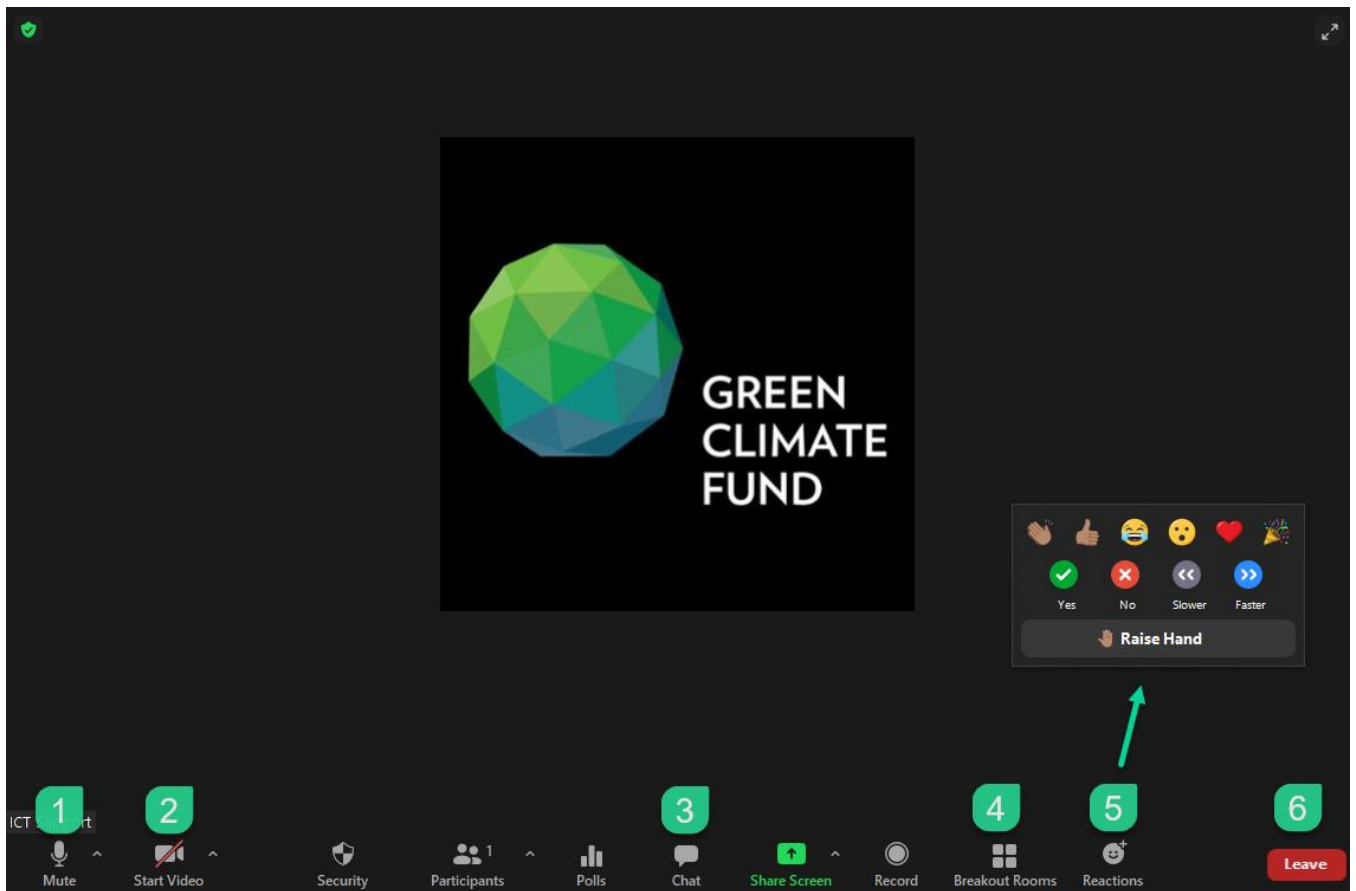
Molly Parker's Personal Meeting Room

Note: This email is sent only to the email address that was used in the registration step.

If you do not see it in your inbox, please check your junk/spam folder.



ZOOM FEATURES TO USE FOR THE BOARD MEETING



Participants are invited to familiarize themselves with the following features of Zoom:

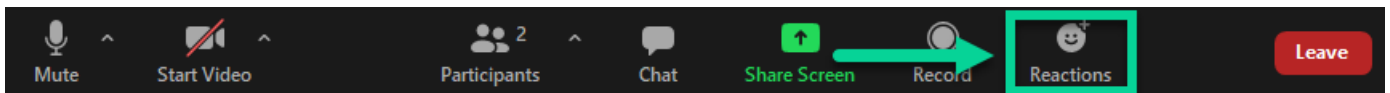
1. **Mute/Unmute:** Mute and unmute your microphone.
2. **Start Video/Stop Video:** Turn your camera on or off.
3. **Chat:** Access the chat window to chat with all participants or specific individuals.
4. **Access to Breakout Room:**
 - *Attendees may be invited into breakout rooms during the Board meeting if needed. Kindly note this is **separate** from the constituency meeting room(s), for which a separate meeting link will be provided.*
5. **Reactions:** Note that the "Raise Hand" reaction will stay active until you toggle it off or the host clears it for you. All other reactions will stay active for 10 seconds.
6. **Leave:** Leave the meeting while it continues for the other participants.



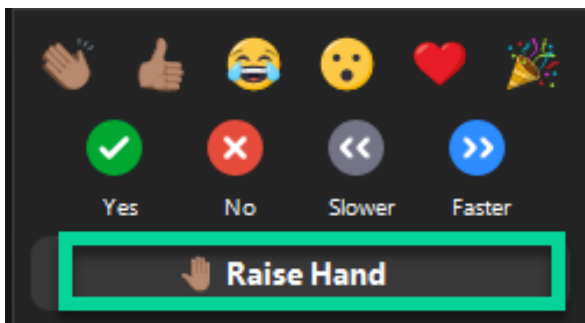
ZOOM: HOW TO RAISE HANDS

The **Raise Hand** feature in Zoom is an important feature that allows 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.

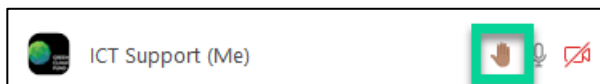
- Click on the **Reactions** button.



- 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 participants to speak accordingly.

Once you have finished your intervention, please click the **Raise Hand** button again to lower your hand.

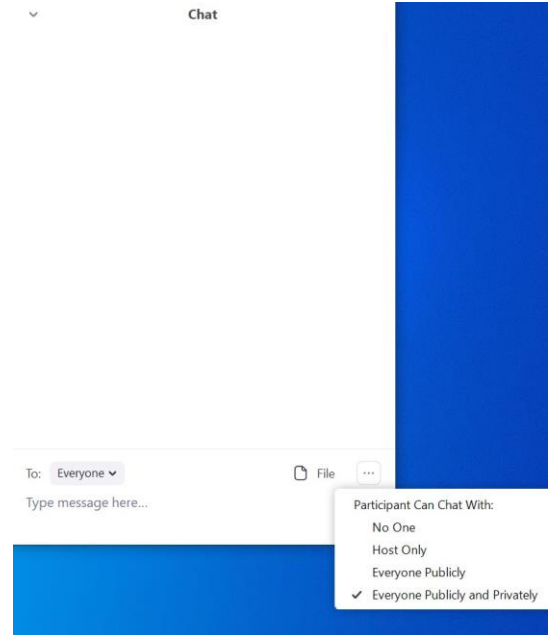
Note: If you do not see settings similar to the above displayed on your Zoom Desktop Client, please update your software by installing the latest version: <https://zoom.us/download>.

ZOOM: HOW TO USE CHAT

The **chat** function will be available for meeting participants to chat with the Secretariat hosts on technical matters, to raise points of order, and to indicate whether an alternate will represent a seat for an agenda item.

The chat function may also be used to **share documents** during the session.

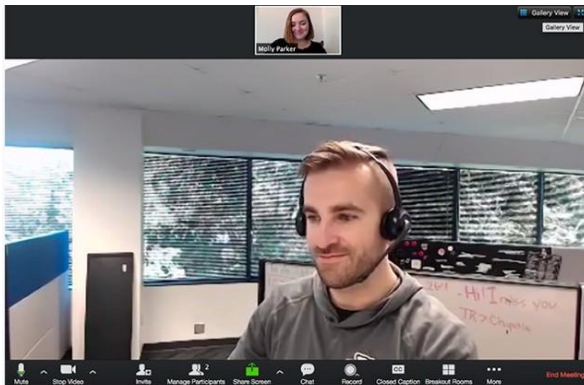
The chat function is also an alternative solution for users who are not able to use the **Raise Hand** feature via Zoom (e.g. those who have been added to the WhatsApp group, as well as those connected to the Board meeting via Skype for Business).



ZOOM DISPLAY LAYOUTS

Click **View** on the top right corner to see different display options.

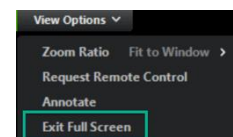
Active Speaker Zoom Layout



Gallery View (up to 49 tiles)



Note: Zoom will automatically switch to Full Screen when the screen is shared by other participants. To be able to view the participants list and chat, please exit the Full Screen in the top right corner or press the Esc key.

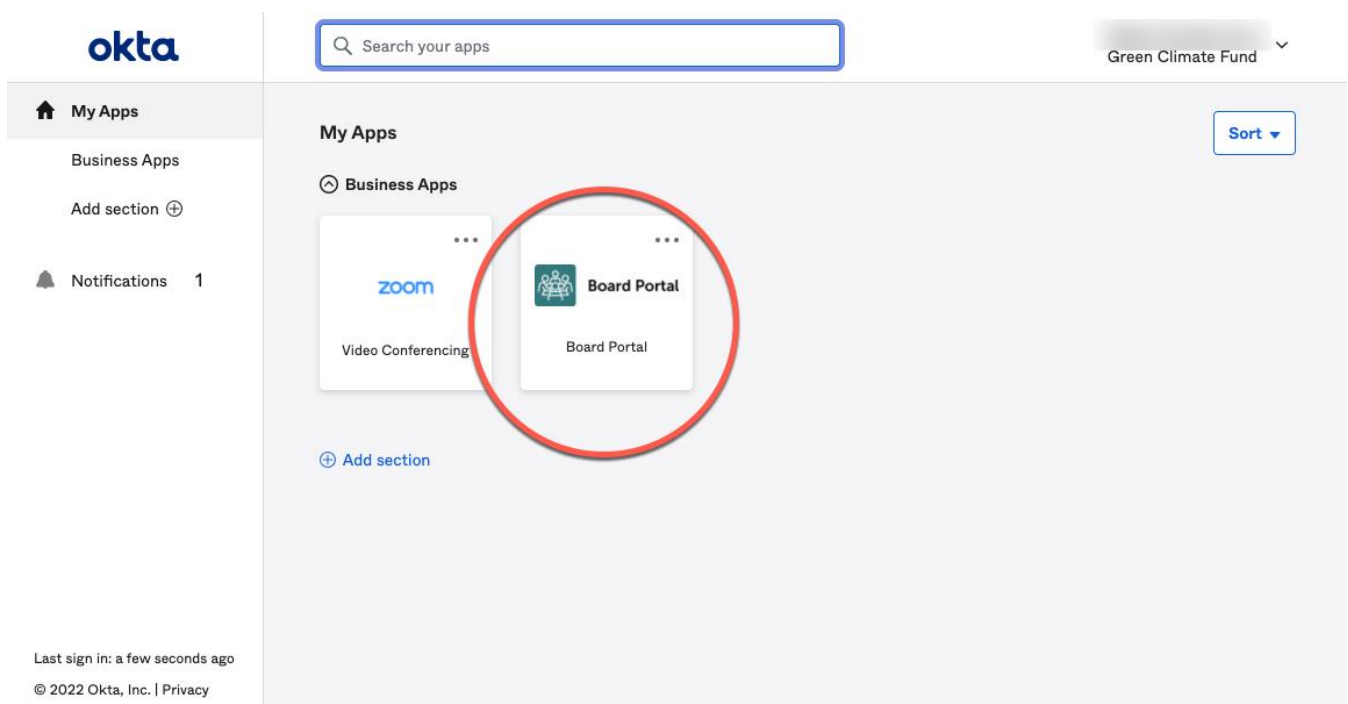


HOW TO ACCESS THE BOARD LIBRARY

Documents discussed during the meeting, such as draft decisions being considered by the Board, will be shared with the Board via email and through a **direct link** sent via Zoom chat, which will redirect you to the **Board Portal**. You will need to log in using your GCF-provided **username** and **password (ending with @board.greenclimate.fund)**. If you encounter any issues or cannot find your GCF Board credentials, please contact secretarytotheboard@gcfund.org.

To confirm your credentials are working, log in to the Board Portal by accessing the GCF website (<https://greenclimate.fund>) and clicking the LOGIN button on the top right corner.

You will be presented with the GCF Apps Portal where all the applications available to you are shown.



To access the Board Library, please first access the Board Portal, and then find the Board Library option in the top navigation bar. You can also click on the URL provided by the Secretariat when it shares a document via the Zoom chat. If you encounter issues accessing the Board Portal, consider attempting the login process using a different browser.



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

Name	Modified
USP - 1 - Africa.docx	August 13, 2021
USP - 2 Italy,Austria,Portugal.pdf	August 13, 2021
USP - 3 - Germany.docx	August 13, 2021
USP - 4 - US.docx	August 13, 2021



- 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 good lighting in the room you are in.
- Look into the camera when speaking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

TROUBLESHOOTING AND TECHNICAL SUPPORT

GCFICT Support

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

1. By **e-mail**: please contact servicedesk@gcfund.org
2. By **WhatsApp**: Board and alternate members may use the BM ICT Support WhatsApp Group. Board members and alternates can join the group chat through one of the following methods:

Scanning the following QR:



Opening the following URL in your phone:

<https://chat.whatsapp.com/FRskLwbvle0JgPulZGq6fK>

3. By **Zoom**: please send a chat message to the host participant called **ICT Support** in the Zoom meeting chat space.