



**GLOBAL ENVIRONMENT FACILITY**  
INVESTING IN OUR PLANET

GEF/C.61/09  
November 08, 2021

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61<sup>st</sup> GEF Council Meeting  
December 6 – 10, 2021  
Virtual Meeting

Agenda Item 12

**NOTE ON THE ORGANIZATION  
OF THE 7<sup>TH</sup> GEF ASSEMBLY**

**Recommended Council Decision:**

The Council, having reviewed the *Note on the Organization of the Seventh GEF Assembly* (GEF/C.61/09), approves \$1.7 million for the Special Initiative to fund the Organization of the Seventh Assembly.

1. The Instrument for the Establishment of the Restructured Global Environment Facility, as amended by the Second, Third, Fourth and Fifth GEF Assemblies, provides in Paragraph 13 and 14 that an Assembly shall be held with Representatives of all Participants and specifies the responsibilities of the Assembly.
2. The GEF Assembly has been held six times: India (1998), China (2002), South Africa (2006), Uruguay (2010), Mexico (2014) and Vietnam (2018).
3. In its Decision 34/2020 the Council decided that the Seventh GEF Assembly would be held at the end of May 2022. The COVID-19 pandemic, however, has had an impact on this timing. The schedule of replenishment meetings has recently been revised and the fourth replenishment meeting may need to be held in late May. This will require the dates of the Assembly to be moved to the end of June 2022. If this becomes necessary, a decision by mail will be proposed for Council consideration.
4. The host and venue for the Seventh GEF Assembly are still pending. The Secretariat continues to work on this issue and expects that a decision can be taken as soon as an offer to host is received.
5. The Assembly is traditionally organized jointly by the host country and the Secretariat on the basis of a Memorandum of Understanding signed by the country, the GEF Secretariat and the Trustee. The MoU outlines the responsibilities of each party.
6. The holding of the Seventh Assembly has already been planned and budgeted for [broadly] within the framework of the GEF-7 replenishment negotiations, with estimated budget of \$1.7 million based on experience and anticipated need. As in the past, the next step is for the Secretariat to develop a more detailed budget proposal during the preparation period in advance of the Assembly. On this basis, the Secretariat calculates the costs and needs based on specific and concrete information that derives from site visits to the venue and conversation with the providers of various services and presents this budget to Council for review and approval. This has not been possible yet, however, due to not having identified a host country and venue.
7. The 61<sup>st</sup> Council meeting is the last opportunity for the Council to approve a budget in the traditional manner described above because the 62<sup>nd</sup> Council meeting will be held back-to-back with the Seventh Assembly and expenses will have to be incurred before then.
8. Since the actual budget cannot be known at this time, the Secretariat is requesting approval of an indicative lump sum of \$1.7 million. This request is lower than the one approved for the Sixth Assembly. As background reference, please find reproduced below the budget lines and amounts approved for the Sixth GEF Assembly.

Budget Item	5th Assembly	5th Assembly (Actual)	Proposed 6th Assembly Budget
<b>Travel &amp; Support</b>	\$ 854,500	\$ 733,477	\$ 867,625
Staff	77,000		275,000
Participants	635,000		496,125
CSO Forum	117,500		52,500
Presenters and special invitees	25,000		44,000
<b>Hotel Accommodations</b>	\$ 315,520	\$ 443,544	\$ 412,950
Staff	39,270		65,100
Participants	221,000		269,415
CSO Forum	55,250		51,435
Presenters and special invitees			27,000
<b>Hospitality</b>	\$ 130,000	\$ 115,083	\$ 65,000
Reception and cultural events	130,000		65,000
<b>Interpretation (SI) and Translation</b>	\$ 215,115	\$ 217,655	\$ 143,000
Assembly (6 Languages)	168,410		93,000
CSO Forum (3 Languages)	46,705		50,000
<b>Exhibition, Communications &amp; Reporting</b>	\$ 240,800	\$ 207,447	\$ 180,000
ENB Reporting			35,000
IISD Video reporting	51,300		15,000
Exhibits, Multi Media	70,000		50,000
Communications activities	80,000		40,000
Materials: Printed and electronic documents	39,500		40,000
<b>ICT</b>	\$ 45,000	\$ 12,059	\$ 40,000
Website and other technology including on site WB IT	45,000		40,000
<b>Personnel</b>	\$ 90,000	\$ 68,590	\$ 30,000
Conference support / cross support WBG VN Office	90,000		30,000
<b>General operations</b>	\$ 35,000	\$ 45,876	\$ 35,000
General supplies, copying, shipping, storage	35,000		35,000
<b>Planning Missions</b>			\$ 52,000
GEF Staff travel and expenses ( 4 missions )			52,000
<b>Total</b>	<b>\$ 1,925,935</b>	<b>\$ 1,843,730</b>	<b>\$ 1,825,575</b>

9. If the Council decides instead to wait and take a decision by mail, the following rules apply. According to paragraph 43 of the Rules of Procedure of the GEF Council:

*Whenever, in the judgment of the CEO, a decision must be taken by the Council that should not be postponed until the next regular meeting of the Council but does not warrant the calling of a special meeting of the Council, the CEO shall transmit to each Member by any rapid means of communication a proposed decision with an invitation to approve the decision on a no-objection basis. However, according to paragraph 45 of the Rules of Procedure: "... If a proposed decision has financial implications, approval of the decision will require replies from at least two-thirds of the Members. If there is an objection raised by any Member to any proposed decision, the CEO shall include consideration of the proposed decision as an item in the agenda for the next meeting of the Council. ..."*

10. If this approach is taken, the recommended decision in this document would not be necessary at this time.