

## **Working arrangements for the Transitional Committee for the design of the Green Climate Fund**

### **Note by the Co-Chairs**

#### **I. Introduction**

1. At its initial meeting, the Transitional Committee (TC) considered working arrangements for the TC based on a note (TC-1/3) prepared by the UNFCCC secretariat. There was broad agreement on paragraphs 3en16 of the document with the exception of the last sentence of paragraph 9. The TC agreed to initiate its work on this basis.

2. At the meeting TC members proposed additional issues to be reflected in the working arrangements. The understanding of the Co-Chairs of these issues was summarized in an annex to the summary report on the initial meeting (TC-1/6, annex I). The TC requested its secretary, under the guidance of the Co-Chairs, to prepare a revised document on the working arrangements reflecting proposals made for consideration at its second meeting.

3. This document presents the working arrangements in two chapters: chapter I presents those arrangements that were applied at the initial meeting; and chapter II presents proposals for additional working arrangements based on proposals made. The TC is invited to consider the document and reach agreement on its working arrangements. Once agreement is reached, the TC may request its secretary to issues the agreed working arrangements in a consolidated document.

#### **II. Chapter I: Working arrangements applied at the initial meeting of the TC**

4. This chapter sets out the working arrangements for the TC applied by it at its initial meeting in Mexico City. It reflects paragraphs 3en16 of document TC-1/3, amended as agreed.

##### **A. Decision-making**

5. The TC shall adopt its conclusions by consensus.

##### **B. Meetings**

6. The TC will be supported by a secretary. The Secretary to the TC, in consultation with the Co-Chairs, shall prepare the draft provisional agenda for each meeting.

7. The Secretary to the TC shall notify all TC members of the date and venue of a meeting by circulating a provisional agenda and documents for the meeting at least two weeks before it meets.

8. A simple majority of the TC members shall constitute a quorum.

##### **C. Approaches to the implementation of the workplan**

9. The TC may wish to follow the general approach of being guided by the principles of effectiveness, inclusiveness and transparency when implementing its workplan and when defining the roles and responsibilities of its Co-chairs, its members, its Secretary and the Technical Support Unit (TSU). Based on such an approach, the TC may define in its workplan in more specificity these roles and responsibilities in conducting the work.

10. The TC may wish to organize its work through different work streams led either by the Co-Chairs or by individual members. While implementing the work streams, the close involvement of TC members shall be ensured. The TSU will support the work streams by preparing background papers and organizing workshops and other consultations under the guidance of the work stream leaders.

11. Interactions among TC members between meetings will be through workshops and regular teleconferences and videoconferences as well as other means of communication. Workshops will also be used, as appropriate, to involve other stakeholders and to engage observers in advancing the work streams.

#### **D. Technical Support Unit**

12. Decision 1/CP.16 invited the secretariat to make arrangements to enable relevant United Nations agencies, international financial institutions and multilateral development banks, along with the Global Environment Facility and the secretariat itself, to second staff to support the work of the TC in the design of the Green Climate Fund. The Executive Secretary has, as outlined in information document TC-1/4 (updated through document TC-2/3), established the TSU to support the work of the TC. The TSU consists of the Secretary to the TC and a substantive team drawn from the secretariat and other organizations.

13. In discussing its workplan, the TC may wish to define specific tasks to be carried out by the TSU in the preparation of its second and subsequent meetings.

#### **E. Participation of observers**

14. Meetings of the TC shall be open to observers. The TC may, however, at any time decide that a meeting or part thereof be closed to observers. Open parts of TC meetings shall be webcast through the UNFCCC website.

15. Upon request, the Co-chairs may give the floor to observers in order to make statements.

16. All accredited observers with the UNFCCC may be admitted to attend TC meetings in order to observe and, as appropriate, participate in the proceedings. The TC may decide on additional procedures to enable participation by observers other than those accredited with the UNFCCC.

#### **F. Procedures for public communication and outreach**

17. The TC may consider designating one or more members to communicate with external entities and provide information of its work, as well as to ensure that adequate support to conduct such outreach activities is in place.

#### **G. Working language**

18. The working language of the TC shall be English.

### **III. Chapter II: Proposed additions to the working arrangements for the TC**

19. The members of TC proposed some additions to the working arrangements presented at the initial meeting of the TC. These proposals were summarized in the Co-Chairs's summary report (TC-1/6, annex I). This chapter II presents the Co-Chairs's proposal for additions to the working arrangements considered at TC 1, based on suggestions made by the TC members.

**A. Meetings**

20. Documentation for the TC meetings, unless restricted, shall be made available to the public via the Internet as soon as possible after its transmission to TC members. Documentation may be restricted to protect confidential information based on guidance by the Co-Chairs.

21. Members are requested to confirm their attendance at meetings of the TC to the Secretary to the TC in order to facilitate preparations for the meeting.

22. Should a member be unable to attend all or a portion of a meeting of the TC, the member shall notify the Secretary to the TC as soon as possible with details of the adviser who will represent the member at the meeting.

**B. Role and responsibilities of Co-Chairs and Co-Facilitators of the TC**

23. In addition to functions specified in the working arrangements of the TC, the Co-Chairs shall preside over the meetings of the TC, declare the opening and closing of the meetings, accord the right to speak, put questions to the TC for a decision and announce the decisions, and have complete control of the meetings and over the maintenance of order at the meetings. The Co-Chairs may propose to the TC the closure of the list of speakers, a limitation on the time to be allowed to speakers, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting.

24. The TC may appoint Co-Facilitators from among TC members, with one being from a developed country and the other from a developing country, to facilitate work being undertaken through work-streams established by the TC. In discharging their work, the co-facilitators may draw upon the support of the TSU, as appropriate. The co-facilitators shall report to the TC on the status of the work being undertaken through the work-streams.

25. The Co-Chairs or Co-Facilitators, or any other TC member designated by the Co-Chairs, shall represent the TC as necessary, including at the sessions of the COP, and report to the TC accordingly. The Co-Chairs, with the support of the Secretary to the TC as necessary, shall make arrangements to encourage input from all Parties to the UNFCCC and from relevant international organizations and other observers. The Co-Chairs, with the support of the Secretary to the TC, shall inform on and seek support for the work of the TC.

26. The TC may further define additional roles and responsibilities for the Co-Chairs and Co-Facilitators.

**C. Use of electronic means of communication**

27. The TC may use electronic means of communication to facilitate its work and take decisions. The Secretary to the TC will ensure that a dedicated web interface is established to facilitate the work of the TC.