

## Arrangements for the Technical Support Unit

### Information note by the UNFCCC secretariat

#### I. Mandate

1. The Conference of the Parties (COP), by its decision 1/CP.16, requested the secretariat, in consultation with the COP President, to make arrangements enabling relevant United Nations agencies, international financial institutions and multilateral development banks, along with the UNFCCC secretariat and the Global Environment Facility (GEF), to second staff to support the work of the Transitional Committee (TC) for the design phase of the Green Climate Fund (GCF).

2. The Executive Secretary has made arrangements for establishing a Technical Support Unit (TSU), which will be operational immediately after the initial meeting of the TC. The TSU consists of the secretary to the TC and a substantive team drawn from UNFCCC secretariat staff and staff seconded from relevant organizations to support the work of the TC. This note sets out, for the information of the TC, the approach followed in establishing this unit. While arrangements have been made as explained below, they provide sufficient room for flexibility to accommodate the specific needs of the TC as may be identified at its first or subsequent meetings.

#### II. Functions of the Technical Support Unit

3. The TSU will support the work of the TC, in particular, it will:
- (a) Provide substantive technical input to the work of the TC;
  - (b) Publish and distribute documents for the meetings of the TC, including making documents available to the public as decided by the TC;
  - (c) Prepare reports of the meetings of the TC;
  - (d) Keep records of the meetings of the TC and arrange for the custody and preservation of documentation of the meetings of the TC;
  - (e) Support the work of workshops and work streams established by the TC;
  - (f) Provide support to the presiding officer(s) of the TC;
  - (g) Working with the UNFCCC secretariat, make arrangements for the meetings of the TC, and provide it with logistic and administrative services as required;
  - (h) Perform other functions as assigned by the TC.

#### III. Composition of the Technical Support Unit

4. The TSU will remain responsive to the needs of the TC, especially in providing secretariat support, technical knowledge and expertise in fund design and operations. The TSU is composed of a strong resident team to include members with technical expertise related to fund design, fund operations management, financial planning, mitigation and adaptation financing and related legal expertise. The resident TSU team, based in Bonn and hosted by the UNFCCC secretariat, will be complemented by an extended group of non-resident TSU members, who will contribute additional expertise as needed.

5. An approach based on defined terms of reference has been used in the selection of individuals with relevant expertise for the TSU. Special consideration has been given to gender and regional

balance. Based on the Terms of Reference for the Transitional Committee (decision 1/CP.16, appendix III), annex I below presents the list of areas of expertise that have been included in the TSU.

6. The resident and non-resident team composition can be adapted as needed in the light of the decisions of the TC on the role of TC members and their advisers in the actual day-to-day work on the design of the GCF. A flexible approach has been adopted whereby one particular area of expertise may require multiple staff members to ensure adequate coverage. Similarly, one staff member may be able to cover multiple areas of expertise if those areas require less staff time.

#### **IV. Working arrangements for the Technical Support Unit**

7. The TSU will be expected to provide strong support to the TC on substantive issues. It is essential to have robust working arrangements to ensure the smooth functioning of the TSU and ensure accountability. For administrative, legal and logistic support, the TSU will turn to the UNFCCC secretariat.

8. The TSU will operate under the overall guidance of the Executive Secretary of the UNFCCC. The secretary to the TC (from the UNFCCC secretariat) will be responsible for providing direct support to the TC and would act as secretary during meetings of the TC. The secretary will be responsible for overall activities of the TSU and the formal documents prepared by the TSU, that is, documents sent to the TC members for consideration, before and during TC meetings. The secretary will be accountable to the TC on substantive matters and to the Executive Secretary on administrative issues.

9. The Executive Secretary has received a number of offers of support for the work of the TC from United Nations agencies, international financial institutions and multilateral development banks, as well as the GEF secretariat. Based on these offers, she has been able to put together a competent team, including a core team of staff who will be resident in Bonn and work full-time in support of the TC. Additional expertise will be drawn in from relevant institutions, as needed. Arrangements made include an agreement between the UNFCCC secretariat and the institution providing staff and an undertaking to be signed by the seconded staff to ensure that there is no conflict of interest and that staff will respect the impartiality and independence of the TSU in supporting the TC.

## **Annex**

**The Technical Support Unit will comprise of a resident team covering the following expertise:**

1. **Secretary to the Transitional Committee** (from the UNFCCC secretariat) responsible for the overall management of the support the TSU provides to the TC, in particular leading on the intergovernmental policy aspects of the support to the TC. S/he would act as secretary during meetings of the TC and be responsible for all documents presented to the TC. The secretary would manage the TSU in close collaboration with the fund design specialist. Experience in coordinating support to an intergovernmental process and knowledge of related economic and financial aspects is required for this position.
2. **Fund design specialist** (seconded from a multilateral development bank) will (a) coordinate and facilitate the technical work of the TSU and the preparation of any substantive input into TC documents and of background and information documents prepared for the Chair/Co-chairs of the TC; (b) coordinate the preparation of design options papers, including assessment of governance options, cost/benefit and efficiency/effectiveness comparisons, and related questions; and (c) identify and bring on board additional expertise as and when needed. Experience in fund design, including assessment of design options, and fund operations management is required for this position.
3. **Climate policy specialist** (from the UNFCCC secretariat) will (a) analyze the various design options under consideration in context of the climate finance negotiations and emerging governance and implementation architecture in the climate change regime, as well as real-time guidance from TC Chair/Co-chairs and TC members given during TC meetings; (b) integrate such considerations into the evaluation of design options; and (c) drafting documents for the TC to address both the climate and finance aspects of design options. Experience in supporting UNFCCC negotiations and full understanding of the relevant elements of the Cancun Agreements and the Bali Action Plan is required for this position.
4. **Fund governance specialists** (seconded from institutions) working closely with the fund design specialist, the financial management specialist and the legal expert, will lead the assessment of options relating to issues such as (a) Board composition, selection process, mandate and functions; etc.; (b) role of non-governmental stakeholders in fund governance; (c) assessment of options for decision-making rules; (d) relationships between the Board, the COP and Fund secretariat; (e) analysis and assessment of options on eligibility for accessing funds; and (f) analysis and assessment of options for establishing financial and operational relationships between the GCF and other institutions such as governments, multilateral development banks, United Nations agencies, bilateral financial institutions, the private sector and other stakeholders. Experience in dealing with multilateral or other international fund governance issues, in particular issues related to the establishment of new global fund/s is required for this position.
5. **Fund coordination expert** (seconded from an institution) will assess options for establishing the Fund secretariat and operational guidelines (to be eventually transformed into operations manuals) addressing the mandates, functions and responsibilities of the secretariat. Experience in designing administrative processes or administering major funds and developing fund operational guidelines is required for this position.
6. **Financial management/planning expert** (seconded from an institution) working closely with the fund design specialist, the fund governance specialist and the legal expert, and supported by a financial modelling team, will lead the assessment of options with regard to the size and diversity of sources, the need for scalability over time, and income outlook according to possible sources and size scenarios. Experience in mapping out financial flow models is required for this position.
7. **Stakeholder outreach and safeguards specialist** (seconded from an institution) will (a) assist in engaging with non-government stakeholders during the GCF design process; (b) advise on options

for mechanisms/modalities to ensure stakeholder input and participation in the GCF governance and operations; and (c) assess options relating to safeguard policies and procedures at all stages of project cycle. Experience in stakeholder engagement and implementation of safeguard policies and procedures is required for this position.

8. **Climate finance delivery specialists** (practitioners with experience in delivery for adaptation, mitigation, REDD Plus and technology; seconded from institutions), will assess options for GCF delivery and access modalities and approaches to resource allocation and prioritization. Strong understanding of requirements and procedures for planning and implementing adaptation and mitigation programmes is required for this position.

9. **Private-sector specialist** (seconded from an institution) will focus on how GCF financing can best ‘crowd in’ private-sector financing, including but not limited to assessing options on incentivizing private-sector participation at the international, national, programme and project investment and funding levels. Experience in mobilizing private equity and carbon markets is required for this position.

10. **Support staff: two junior professional officers or associates and two administrative assistants.**

11. **Additional expertise (non-resident):**

- **Additional fund governance specialist;**
- **Additional climate finance delivery specialist;**
- **Legal expertise with fund design background;**
- **Science and technology advice;**
- **Others.**