

**LIST OF TASKS BASED ON DECISION 3/CP.17 AND ITS ANNEX (GOVERNING INSTRUMENT)**

	<b>What needs to be done? (tasks &amp; sub-tasks)</b>	<b>By when?</b>	<b>By whom?</b>	<b>How and/or why? (additional guidance)</b>	<b>Reference</b>
<b>Interim arrangements</b>	Set up interim secretariat as an autonomous unit within the UNFCCC secretariat premises	Without undue delay after COP17	UNFCCC & GEF secretariats jointly	To facilitate immediate functioning of the GCF and ensure its independence To provide technical, administrative and logistical support to the Board until the independent secretariat of the GCF is established Fully accountable to the Board and function under its guidance and authority	para 18
	Appoint the head of the interim secretariat	Promptly	Board	Criteria for selection includes, inter alia, (i) expertise in the design or management of funds, (ii) relevant administrative and management experience, (iii) experience in or working with developing countries, and (iv) policy expertise To report to the Board	paras 21 & 22
	Make arrangements for convening the first Board meeting	30-Apr-12	Interim Secretariat		para 23
	Make financial contributions for the start-up of the GCF		Parties	Including administrative costs of the Board and its interim secretariat	para 25
	Terminate interim arrangements	No later than COP19			para 19
	Operationalize the Fund	In an expedited manner	Board		para 6

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<b>Board procedures</b>	Select Board members and their alternates, and submit to the interim secretariat	31-Mar-12	Parties, through constituencies or regional groups	Members of the Board will have the necessary experience and skills, notably in the areas of climate change and development finance, with due consideration given to gender balance	para 10 & annex para 11
	Elect two Co-Chairs of the Board		Board	One being a member from a developed country Party and the other being a member from a developing country Party To serve for period of one year	annex para 13
	Develop procedures for adopting decisions		Board	In the event that all efforts at reaching consensus have been exhausted	annex para 14
	Develop additional rules of procedures		Board		annex para 17
<b>Observers</b>	Make arrangements, including developing and operating accreditation processes, to allow for effective participation by accredited observers in its meetings		Board		annex para 16
	Invite, to participate as active observers, two civil society representatives, and two private sector representatives		Board	One each from developing and developed countries	annex para 16
<b>Secretariat</b>	Establish a (fully) independent secretariat	As soon as possible	Board	In an expedited manner	para 15 & annex para 19
	Appoint the Executive Director of the secretariat		Board	Selected through a merit-based, open and transparent process	annex para 18 (k) & annex para 20
	Approve the job description and qualifications for the Executive Director		Board		annex para 20
	Select secretariat staff		Executive Director		annex para 21
	Develop the work programme and administrative budget of the secretariat and trustee	Annually	Secretariat		annex para 23 (e)
	Approve the work programme and administrative budget of the secretariat and trustee	Annually	Board		annex para 23 (e)

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<b>Trustee</b>	Select and appoint the trustee of the GCF	In a timely manner	Board	Through an open, transparent and competitive bidding process To ensure there is no discontinuity in trustee services	para 16 & annex para 18 (o)
	Enter into legal and administrative arrangements with the trustee		Board		annex para 18 (o)
<b>Hosting the GCF</b>	Submit expressions of interest for hosting the Green Climate Fund	15-Apr-12	Parties	Based on the following criteria: (a) The ability to confer and/or recognize juridical personality and legal capacity to the Fund for the protection of its interests and the exercise of its functions, to give effect to paragraphs 7 and 8 of the governing instrument, including but not limited to the ability to contract, acquire and dispose of immovable and movable property, and institute legal proceedings; (b) The ability to provide privileges and immunities to the Fund as are necessary for the fulfilment of its purposes, and to the officials of the Fund as are necessary for the independent exercise of their official functions in connection with the Fund; (c) Financial arrangements, administrative and logistical support to the Fund; (d) Any other information that the host country wishes to provide	para 12
	Conduct an open and transparent process for the selection of the host country		Board		para 13 & annex para 22
	Decide on a host country		Board		para 13
	Endorse the selection of the host country	COP18	COP		para 13 & annex para 22

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<b>COP-Fund relationship</b>	Conclude arrangements between the COP and the GCF	COP18	COP & Board	Consistent with Article 11 of the Convention To ensure that the GCF is accountable to and functions under the guidance of the Conference of the Parties to support projects, programmes, policies and other activities in developing country Parties	para 3 & annex para 6
	Provide guidance to the Board	Annually	COP	Including on matters related to policies, programme priorities and eligibility criteria and matters related thereto	para 5 & annex para 6 (a)
	Take appropriate action in response to the guidance received		Board		annex para 6 (b)
	Submit reports to the COP for its consideration	Annually	Board		annex para 6 (c)
<b>Legal arrangements</b>	Confer juridical personality and legal capacity to the GCF			In accordance with paragraphs 7 and 8 of the governing instrument To operate effectively internationally To exercise its functions and protect its interests	para 11 & annex para 7
	Grant privileges and immunities to the GCF			Related to the discharge and fulfillment of its functions and purposes	para 11 & annex para 8
	Grant privileges and immunities to officials of the GCF			As is necessary for the independent exercise of their official functions in connection with the Fund	para 11 & annex para 8
	Develop legal and administrative arrangements for hosting the Fund	In an expedited manner	Board & host country	In accordance with paragraphs 7 and 8 of the governing instrument To confer juridical personality and legal capacity to the Fund To grant privileges and immunities as are necessary to the Fund and its officials	para 14

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<b>Replenishment</b>	Establish necessary policies and procedures, which will enable an early and adequate replenishment process		Board	To facilitate expeditious operationalization Taking into account annex paras 29 & 30 Para 29: The Fund will receive financial inputs from developed country Parties to the Convention Para 30: The Fund may also receive financial inputs from a variety of other sources, public and private, including alternative sources	para 9
<b>Windows, substructures, &amp; facilities</b>	Approve funding structures		Board		annex para 18 (b)
	Add, modify or remove thematic windows, substructures and/or facilities		Board	To address specific activities, as appropriate	annex para 18 (h) & 39
	Establish subcommittees and panels and define their terms of reference		Board	As appropriate	annex para 18 (g)
	Develop the necessary arrangements, including access modalities, to operationalize the private sector facility		Board		annex para 44
<b>Access modalities</b>	Approve access modalities		Board		annex para 18 (b)
	Develop, manage and oversee an accreditation process for all implementing entities		Board	Based on specific accreditation criteria that reflect the Fund's fiduciary principles and standards and environmental and social safeguards	annex para 49
	Accredit implementing entities and withdraw such accreditation		Board		annex para 18 (f)
	Develop criteria and application processes for the accreditation of implementing entities		Board		annex para 18 (f)
	Nominate competent subnational, national and regional implementing entities for accreditation to receive funding		Recipient countries		annex para 47
	Consider additional modalities that further enhance direct access, including through funding entities		Board	To enhancing country ownership of projects and programmes	annex para 47

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<b>Project cycle</b>	Approve operational modalities		Board		para 18 (b)
	Approve specific operational policies and guidelines, including for programming, project cycle, administration, and financial management		Board		para 18 (c)
	Designate national authorities		Recipient countries		
	Recommend funding proposals to the Board in the context of national climate strategies and plans, including through consultation processes		National designated authorities		annex para 46
	Consult national designated authorities on other funding proposals for consideration prior to submission to the Fund			To ensure consistency with national climate strategies and plans	annex para 46
	Develop a transparent no-objection procedure	Prior to approval of funding proposals by the GCF	Board	To be conducted through national designated authorities To ensure consistency with national climate strategies and plans and a country driven approach To provide for effective direct and indirect public and private sector financing	para 7
	Develop a streamline programming and simplified processes for the approval of proposals for certain activities, in particular small-scale activities		Board	To enable timely disbursement	annex para 53
	Operationalize the project and programme cycle processes		Secretariat		annex para 23 (f)
	Approve funding		Board	In line with the Fund's principles, criteria, modalities, policies and programmes	annex para 18 (d)

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<b>Allocation</b>	Balance the allocation of GCF resources between adaptation and mitigation activities and ensure appropriate allocation of resources for other activities		Board		para 8 & annex para 50
	Develop criteria for allocating resources [presumed]		Board [presumed]	A results-based approach will be an important criterion for allocating resources	annex para 51
	Use minimum allocation floors for developing countries that are particularly vulnerable to the adverse effects of climate change, including LDCs, SIDS and Africa		Board	In allocating resources for adaptation Taking into account the urgent and immediate needs of these countries as appropriate	annex para 52
	Support developing countries in pursuing project-based and programmatic approaches		Board [presumed]	In accordance with climate change strategies and plans, such as low-emission development strategies or plans, nationally appropriate mitigation actions (NAMAs), national adaptation plans of action (NAPAs), national adaptation plans (NAPs) and other related activities	annex para 36
	Ensure adequate resources for capacity-building and technology development and transfer		Board		annex para 38
	Provide resources for innovative and replicable approaches		Board [presumed]		annex para 38
	Develop modalities to support the strengthening of capacities in recipient countries, where needed, to be able to meet the Fund's fiduciary principles and standards		Board		annex para 64
	Develop modalities to support the strengthening of capacities in recipient countries, where needed, to enable them to meet the Fund's environmental and social safeguards		Board		annex para 66

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<b>Monitoring &amp; evaluation</b>	Establish a framework for the monitoring and evaluation of performance		Board		annex para 18 (i)
	Approve a results measurement framework with guidelines and appropriate performance indicators		Board		annex para 58
	Monitor and evaluate programmes and projects, as well as other activities, funded by the GCF	Regularly	Secretariat	For impact, efficiency and effectiveness in line with rules and procedures established by the Board	annex para 23 (j) & 57
<b>Transparency &amp; accountability mechanisms</b>	Develop an information disclosure policy		Board	For the GCF's operations	annex para 67
	Establish an operationally independent evaluation unit		Board	As part of the core structure of the Fund	annex para 60
	Select/Appoint the head of the independent evaluation unit		Board	Will report to the Board	para 18 (l) & annex para 60
	Establish an independent integrity unit		Board	To investigate allegations of fraud and corruption To work with the secretariat and report to the Board	annex para 68
	Establish an independent redress mechanism		Board	That will report to the Board Will receive complaints related to the operation of the Fund Will evaluate and make recommendations	annex para 69
	Appoint the heads of all accountability units		Board		annex para 18 (l)



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<b>Risk management, fiduciary standards &amp; safeguards</b>	Develop an appropriate risk management policy for funding and financial instruments		Board		annex para 56
	Agree on, adopt, and ensure the application of best practice fiduciary principles and standards that are internationally accepted		Board	Applies to to the Fund's entities, the trustee's function related to the Fund, and to all operations, projects and programmes financed by the Fund, including the implementing entities	annex paras 18 (e) & 63
	Establish a framework for the financial accountability of activities supported by the Fund and any necessary external audits		Board		annex para 18 (i)
	Monitor the financial risks of the outstanding portfolio		Secretariat		annex para 23 (h)
	Maintain appropriate financial records and prepare financial statements and other reports required by the Board		Trustee	In accordance with internationally accepted fiduciary standards	annex para 24
	Establish and maintain separate records and accounts		Trustee	In order to identify the assets of the Fund	annex para 24
	Agree on and adopt best practice environmental and social safeguards that are internationally accepted		Board	Shall be applied to all programmes and projects financed using the resources of the Fund	annex paras 18 (e) & 65

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<b>Advice &amp; input</b>	Develop mechanisms to draw on appropriate expert and technical advice		Board	Including from relevant thematic bodies established under the Convention, as appropriate	annex para 70
	Develop mechanisms to promote the input and participation of stakeholders		Board	Including private sector actors, civil society organizations, vulnerable groups, women and indigenous peoples In the design, development and implementation of the strategies and activities to be financed by the Fund	annex para 71
<b>Coordination, complementarity &amp; coherence</b>	Initiate a process to collaborate with the Adaptation Committee and the Technology Executive Committee, as well as other relevant thematic bodies under the Convention		Board	To define linkages between the Fund and these bodies, as appropriate	para 17
	Develop working and coordination arrangements with other relevant bodies under the Convention and other relevant international institutions		Board		annex para 18 (n)
	Liaise with members, implementing entities, and cooperating bilateral and multilateral institutions and agencies		Secretariat		annex para 23 (c)
	Develop appropriate arrangements between the GCF and other existing funds under the Convention, and between the GCF and other funds, entities, and channels of climate change financing outside the Fund		Board [presumed]		annex para 33
	Develop methods to enhance complementarity between the activities of the Fund and the activities of other relevant bilateral, regional and global funding mechanisms and institutions		Board		annex para 34
	Promote coherence in programming at the national level through appropriate mechanisms		Board [presumed]		annex para 34
	Initiate discussions on coherence in climate finance delivery with other multilateral entities		Board [presumed]		annex para 34