GCF Task Force 2010
Stakeholder Involvement Processes

1. General Communication Process
2. Technical/Advisory Bodies GCF
3. Plenary Meetings
4. Joint GCF-Stakeholder Meeting

Stakeholder Involvement Processes: General Communication

Participation Process

- The GCF regularly encourages input
- Stakeholders direct this input to the GCF Secretariat
- The GCF accurately captures stakeholder input and communicates its consideration of this input in GCF decisions

Transparency and Accountability

- Relevant information freely available and regularly updated (www.gcftaskforce.org.)
- Information is disseminated with reasonable time
- Translations
- Secretariat, technical/advisory bodies, and GCF members may invite new stakeholders to participate in GCF activities.

Stakeholder Involvement Processes:
Technical/Advisory Bodies

Minimum Participation Criteria in Formal Development of Work Product

- Capacity to contribute to the group's objectives
- Knowledge of the relevant issues
- Time and venue limitations

Draft Work Product Review

Any stakeholder can comment on technical/advisory body working drafts and final products, which will be disseminated and posted on the GCF website

Stakeholder Involvement Processes:
Technical/Advisory Bodies

Selection Process

1. The Secretariat and Technical/Advisory Body Leads invite stakeholders to participate

1. Members of the Technical/Advisory Body can also make suggestions to the Secretariat and Leads to include specific stakeholders

1. Stakeholders may also submit letters of interest to participate to the Technical/Advisory Body Leads.

Stakeholder Involvement Processes:
Technical/Advisory Bodies

Participation Process

Option 1. Technical/Advisory Body Lead decides:

- How and to what extent interested stakeholders are integrated in their respective work
- "How and What" depends on the group's specific needs

Option 2. Terms/Rules of Participation. May include:

- Limit on number of participants allowed
- Limit on the length of time of participation
- Confidentiality (i.e. Chatham House rules)
- Minimum Standards of Conduct
- Open/Closed meeting policy

Stakeholder Involvement Processes:
Technical/Advisory Bodies

Transparency and Accountability

Option 1. Technical/Advisory Body Lead is responsible for conveying in a timely manner the group's decision on a stakeholder's participation and the reasons behind each decision.

Options 1 and 2

- Lead provides draft and final documents for review and input
- Lead is responsible for documenting stakeholder input and how the Technical/Advisory Body has taken it into account
- If a comment is not incorporated, an explanation will be provided that explains why such comment or view was not followed.
- Each Technical/Advisory Body will keep minutes of its meetings and/or prepare summary reports on its meetings

GCF Plenary

Participation Criteria

Option 1. Closed Meetings. Only official representatives of member states and provinces, the Secretariat, and invited consultants working on specific Technical Advisory Bodies.

Option 2. Open to stakeholders, subject to reasonable standards of conduct and venue and time limitations.

Option 3. Mixed: Open and Closed Sessions.

GCF Plenary

Selection Process

Option 1. Closed Meetings. Only NGOs appointed as member representatives by a Governor of a GCF state/province.

Option 2. Open Meetings.

Option 2.1. If there is a limited number of seats, seats may be filled:

- Based on date of expression of interest in attending
- Based on participation in Technical/Advisory Bodies.
- Though nomination by representative(s).
- A combination of any of the above.
- Equal representation

Participation Process

GCF Plenary

Option 1. No participation.

Option 2.1. Stakeholders only observe

Option 2.2. Stakeholders observe, but may be asked to provide input by the GCF Chair, members, or Technical/Advisory Body Lead during the session.

Option 2.3. Stakeholders observe and at the end of each session
may also be asked to provide input by the GCF Chair, members, or Technical/Advisory Body Lead.

Option 3. Stakeholders observe and may participate during, and at the end of the session.

Transparency and Accountability:

Proposed GCF Open/Closed Meeting Policy

- The GCF to the extent possible will convene open meetings
- When meetings are closed to the public, the GCF will publicly announce the topic of the closed meeting
- The GCF may decide to provide summaries of closed meetings to the public with Chatham House/confidentiality rules (non attribution to any one person)
- The level of open versus closed meetings should be decided and communicated in a way that provides reasonable notice for stakeholders to be able to decide their degree of participation
- The GCF may hold closed meetings to make decisions, and during which sensitive, strategic, and confidential information will be discussed pertaining to the GCF as an organization and to GCF members and personnel

Joint-Stakeholder GCF Meeting

Participation Criteria

- Open to individuals, CSOs, and private industry representatives
- Subject to reasonable standards of conduct and venue and time limitations.

Selection Process

Option 1. Admission is open to all.

Option 2. If there is a limited number of seats to attend the joint GCF Stakeholder meeting, seats may be filled:

- Based on date of expression of interest in attending
- Based on participation in Technical/Advisory Bodies.
- Though nomination by representative(s).
- A combination of any of the above.

Participation Process

Joint-Stakeholder GCF Meeting

Stakeholders will have full participation, subject to reasonable standards of conduct and venue and time limitations.

Transparency and Accountability

- The GCF will accurately capture the input of the participating stakeholders, acknowledge stakeholder input, and take it into account in the decision-making process.
- The Secretariat or host state/province is responsible for publicly documenting stakeholder input and how this input is taken into account (summary of comments by subject matter and responses acceptable).
  - If a comment or view is not incorporated by the GCF, an explanation will be provided that explains why such comment or view was not followed.