

Global Green Growth Institute
Fourth session of the Council
Songdo, 5-6 December 2013

Decision on the Sub-Committees of the Council in 2014

The Council,

Recalling Article 8 of the Agreement on the Establishment of the Global Green Growth Institute, providing for the establishment of appropriate Sub-Committees of the Council;

Further recalling the establishment of Sub-Committees and their terms of reference in C/2/DC/9; and,

Acting pursuant to Rule 17, Rule 18 and Rule 19 of the Rules of Procedure of the Council, regarding the establishment of, representation on and the terms of reference for Sub-Committees;

Decides:

1. To renew the terms of reference of the **Audit and Finance Sub-Committee**, as attached in annex 1;
2. To renew the terms of reference of the **Program Sub-Committee**, as attached in annex 2;
3. To renew the terms of reference of the **Facilitative Sub-Committee**, as attached in annex 3; and,
4. To approve the composition of the Sub-Committees, in accordance with their respective Terms of Reference and as attached in annex 4.



Terms of Reference for the Audit and Finance Sub-Committee of the Council

The Audit and Finance Sub-Committee of the Council is established pursuant to Rule 17 of the Rules of Procedure of the Council. Its function is to assist the Council in carrying out its responsibilities in overseeing the Global Green Growth Institute's (GGGI) financial reporting and audit procedures and outcomes.

1. Scope

1.1 In assisting the Council in carrying out its responsibilities in overseeing GGGI's financial reporting and auditing procedures and outcomes, the Audit and Finance Sub-Committee of the Council (the "Sub-Committee") is authorized to:

- (a) Assist the Council in overseeing GGGI's finances, accounting and the enforcement of accountabilities by periodically reviewing its budget, financial statements and audit policies and findings in cooperation with the Secretariat.
- (b) Advise the full Council on decisions pertaining thereto under Article 8 section 5 (c) and (d) of the Establishment Agreement.
- (c) Ensure that the Council is aware of matters that may significantly impact on the financial affairs of the GGGI. The Sub-Committee shall satisfy itself that GGGI's financial reporting and external and internal auditing plans and procedures are adequate and efficient.

2. Composition and Tenure

2.1 The Sub-Committee shall consist of not more than 5 members of the Council. The Chair and other members shall be appointed by the Council in accordance with Rule 17 and Rule 18 of the Rules of Procedure of the Council.

2.2 The Chair shall, when appointing members of the Sub-Committee, seek to appoint at least one member having a background in accounting or related financial expertise and who, through education and/or experience would have a thorough understanding of financial, accounting and auditing functions. In circumstances where the Sub-Committee requires specific advice and assistance to be able to perform its functions and such advice and assistance are not available to the Sub-Committee members, including from within GGGI if appropriate, the Sub-Committee may request the Chair to engage such outside expertise and provide the necessary resources, which shall not be unreasonably withheld, required for that purpose.

2.3 Sub-Committee members shall serve for a term of one year, from 1 January 2014 to 31 December 2014.

3. Meetings

- 3.1 The Sub-Committee shall meet as deemed necessary, but not less than twice per year. If the Sub-Committee is unable to meet in person, it may hold meetings via conference call. Other Council members as well as GGGI senior management may attend meetings as observers with the permission of the Sub-Committee.
- 3.2 In addition, the Sub-Committee may meet with the external auditor without GGGI management or staff present if requested by the Sub-Committee or by the external auditor, as and when considered necessary.
- 3.3 The Sub-Committee shall seek consensus on all issues. If consensus cannot be reached, quorum for meetings of the Sub-Committee shall be 3 of its members.
- 3.4 The Sub-Committee Chair shall be appointed by the Chair of the Council and approved by the Council. He or she shall preside over all meetings of the Sub-Committee. If the Sub-Committee Chair is unable to be present at a meeting, the Vice-Chair of the Sub-Committee shall preside. If both the Chair and Vice-Chair are unable to be present at a meeting, the Chair shall designate a present member of the Sub-Committee to preside.

4. Administrative Arrangements

- 4.1 Requests for information from the Secretariat shall be transmitted through the Sub-Committee Chair.
- 4.2 The GGGI Secretariat shall be responsible for providing the necessary administrative services for the functioning of the Sub-Committee, including maintaining its records.
- 4.3 Any written reports of the Sub-Committee on its activities, conclusions or recommendations shall be transmitted to the Council through the Chair of the Sub-Committee. The Sub-Committee shall submit such report(s) to the Secretariat for distribution to the Council at least 20 days in advance of the relevant Council session.



Terms of Reference for the Program Sub-Committee of the Council

The Program Sub-Committee of the Council is established pursuant to Rule 17 of the Rules of Procedure of the Council. Its function is to assist the Council in carrying out its responsibilities in overseeing the Global Green Growth Institute's (GGGI) programmatic activities in the areas of green growth planning and implementation, research and public-private cooperation.

1. Scope

1.1 In assisting the Council in carrying out its responsibilities in overseeing GGGI's programmatic activities, the Program Sub-Committee of the Council (the "Sub-Committee") is authorized to:

- (a) Assist the Council in overseeing GGGI's programs by periodically reviewing the progress of and planning for its green growth planning and implementation, research and public-private cooperation activities in cooperation with the Secretariat.
- (b) Advise the full Council on decisions pertaining to the results, monitoring and evaluation framework as presented under Article 8 section 5 (b) of the Establishment Agreement, as well as decisions pertaining to Article 8 sections (c) and (f) of the Establishment Agreement.
- (c) Ensure that the Council is aware of matters that may significantly impact on the results and effectiveness of GGGI's programs.

2. Composition and Tenure

2.1 The Sub-Committee shall consist of not more than 6 members of the Council. The Chair and other members shall be appointed by the Council in accordance with Rule 18 of the Rules of Procedure of the Council.

2.2 Sub-Committee members shall serve for a term of one year, from 1 January 2014 to 31 December 2014.

3. Meetings

3.1 The Sub-Committee shall meet as deemed necessary, but not less than twice per year. If the Sub-Committee is unable to meet in person, it may hold meetings via conference call. Other Council members as well as GGGI senior management may attend meetings as observers with the permission of the Sub-Committee.

3.2 The Sub-Committee shall seek consensus on all issues. If consensus cannot be reached, quorum for meetings of the Sub-Committee shall be 3 of its members.

3.3 The Sub-Committee Chair shall be appointed by the Chair of the Council and approved by the Council. He or she shall preside over all meetings of the Sub-Committee. If the Sub-Committee Chair is unable to be present at a meeting, the Vice-Chair of the Sub-Committee shall preside. If both the Chair and Vice-Chair are unable to be present at a meeting, the Chair shall designate a present member of the Sub-Committee to preside.

4. Administrative Arrangements

4.1 Requests for information from the Secretariat shall be transmitted through the Sub-Committee Chair.

4.2 The GGGI Secretariat shall be responsible for providing the necessary administrative services for the functioning of the Sub-Committee, including maintaining its records.

4.3 Any written reports of the Sub-Committee on its activities, conclusions or recommendations shall be transmitted to the Council through the Chair of the Sub-Committee. The Sub-Committee shall submit such report(s) to the Secretariat for distribution to the Council at least 20 days in advance of the relevant Council session.



Terms of Reference for the Facilitative Sub-Committee of the Council

The Facilitative Sub-Committee of the Council is established pursuant to Rule 17 of the Rules of Procedure of the Council. Its function is to assist the Council in carrying out its responsibilities in overseeing the Global Green Growth Institute's (GGGI) activities and facilitating matters that require coordination with the Director-General in between Council sessions.

1. Scope

1.1 In assisting the Council in carrying out its responsibilities in overseeing GGGI's activities, particularly other than those covered by the Audit and Finance and Program Sub-Committees of the Council, the Facilitative Sub-Committee of the Council (the "Sub-Committee") is authorized to:

- a) Assist the Council in overseeing the operations and management of the GGGI in cooperation with the Director-General, including matters relating to human resources;
- b) Advise the full Council on decisions pertaining to GGGI's strategy as described in Article 8, section 5 (b) of the Establishment Agreement as well as decisions pertaining to Article 8 section 5 (a), (e) and (g) of the Establishment Agreement.
- c) Serve the interests of the Council in facilitating decisions between Council meetings that would normally require the authorization of or decision by the Council (i.e., act on behalf of the Council between Council meetings) and to take decisions on behalf of the Council where action by written consent of the full Council, as provided for under Rule 14 of the Rules of Procedure of the Council, is not feasible or practicable;
- d) Ensure that the Council is aware of matters that may significantly impact on the operations and management of the GGGI.

2. Composition and Tenure

2.1 The Sub-Committee shall consist of not more than 6 members of the Council. The Chair and other members shall be appointed by the Council in accordance with Rule 18 of the Rules of Procedure of the Council.

2.4 Sub-Committee members shall serve for a term of one year, from 1 January 2014 to 31 December 2014.

3. Meetings

3.1 The Sub-Committee shall meet as deemed necessary, but not less than twice per year. If the Sub-Committee is unable to meet in person, it may hold meetings via conference call. Other Council members as well as GGGI senior management may attend meetings as observers with the permission of the Sub-Committee.

- 3.2 The Sub-Committee shall seek consensus on all issues. If consensus cannot be reached, quorum for meetings of the Sub-Committee shall be 4 of its members.
- 3.3 The Council Chair shall preside over all meetings of the Sub-Committee. If he or she is unable to be present at a meeting, the Vice-Chair of the Sub-Committee shall preside. If both the Chair and Vice-Chair are unable to be present at a meeting, the Chair shall designate a present member of the Sub-Committee to preside.

4. Administrative Arrangements

- 4.1 Requests for information from the Secretariat shall be transmitted through the Chair.
- 4.2 The GGGI Secretariat shall be responsible for providing the necessary administrative services for the functioning of the Sub-Committee, including maintaining its records.
- 4.3 Any written reports of the Sub-Committee on its activities, conclusions or recommendations shall be transmitted to the Council through the Chair. The Sub-Committee shall submit such report(s) to the Secretariat for distribution to the Council at least 20 days in advance of the relevant Council session.



Composition of the Sub-Committees

Audit and Finance Sub-Committee

1. Denmark, Chair
2. Kiribati
3. Republic of Korea
4. United Arab Emirates

Program Sub-Committee

1. Costa Rica, Chair
2. Australia
3. Indonesia
4. Norway
5. Qatar
6. Chung Suh-Yong (subject to acceptance)

Facilitative Sub-Committee

1. Lars Løkke Rasmussen, Chair
2. Denmark
3. Indonesia
4. Papua New Guinea
5. Republic of Korea
6. Howard Bamsey, Director-General