

**Global Green Growth Institute**

Eighth Session of the Council and Fourth Session of the Assembly (Joint Session)

18-19 November 2015, Seoul

**Provisional Schedule for the 2016 Sessions of the Governance Organs**

1. This document outlines the provisional dates and location – together with the following deadlines for the circulation of the provisional agendas, supporting documents and summary records – of the 2016 sessions of the Governance Organs in order to support the effective engagement of members.

Date	Session	Location	Provisional agenda	Documents	Summary record
Week beginning 24 February	Meeting of the GGGI Donor Consultative Group (DCG)	To be confirmed (TBC)	At least 30 days in advance of the meeting	At least 10 working days in advance of the meeting	Within 10 working days following the meeting
End June	Fourth Meeting of the Management and Program Sub-Committee (MPSC)	Seoul, Republic of Korea	At least 30 days in advance of the meeting	At least 10 working days in advance of the meeting	Within 15 working days following the meeting
9 September 2015	Ninth Session of the Council and Fifth Session of the Assembly	Jeju Special Self-Governing Province, Republic of Korea (TBC)	At least 30 days in advance of the sessions	At least 30 days in advance of the sessions	Within 30 days following the session

\* TBC = to be confirmed

2. The schedule reflects the decision at the Seventh Session of the Council, to convene only one session of the Council every year, but noting the need for flexibility and additional meetings as may be required. Members also emphasized the need for advance planning of governance organ sessions in order to ensure high-level participation [[C/WRP/DC/18](#)].
3. The provisional dates of the sessions of the Governance Organs have been proposed with the timetable for the formulation of the Work Program and Budget 2017-2018. The deadlines for the circulation of the provisional agendas, supporting documents and summary records are guided by the Agreement on the Establishment and Rules of Procedure of the Assembly and Council, as well as the Financial Regulations (see Annex 1).
4. Between the sessions of the Governance Organs, the Institute will continue to engage members through written procedure – in accordance with the Rule 6 of the Rules of Procedure of the Assembly [[A/1/1](#)] and Rule 14 of the Rules of Procedure of Council [[C/1/1](#)] – and informal consultations.

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**Relevant articles and rules contained in the Agreement on the Establishment and Rules of Procedure of the Assembly and Council**

<b>Agreement on the Establishment of the Global Green Growth Institute (GGGI)</b>	
Article 7(4)	“The Assembly shall meet once every two years in ordinary sessions and as otherwise decided by the Assembly.”
<b>Rules of Procedure of the Assembly [A/1/1]</b>	
Rule 2. Notification of Sessions	“The Director-General, on behalf and under the authority of the President, shall notify all Members of the Assembly, at least 90 days in advance of each ordinary session, of the opening date and expected duration thereof”
Rule 5. Place of Sessions	“Sessions of the Assembly shall take place at the headquarters of the GGGI, unless the Assembly decides otherwise.”
Rule 7. Provisional Agenda	“The President, assisted by the Secretariat, shall draft the provisional agenda of each ordinary session of the Assembly and distribute a copy of such provisional agenda to all those invited to the meeting not later than 30 days in advance of the session.”
Rule 15. Circulation of Supporting Documentation	“All draft reports, decisions, program and budget of the GGGI and other documents relating to the provisional agenda of the session shall be sent together with the provisional agenda by the President, assisted by the Secretariat, to each Member of the Assembly.”
Rule 61. Reports	“a. Reports of the sessions of the Assembly shall be issued by the Secretariat within 30 days of the session and shall contain the text of all recommendations and decisions of the Assembly at the session.”
<b>Rules of Procedure of the Council [C/1/1]</b>	
Rule 9. Meetings of the Council	“a. At the first Council meeting of each calendar year, the Chair shall propose for the approval of the Council a schedule of meetings for that calendar year. To the extent possible, these meetings should be held in conjunction with sessions of the Assembly. b. If changes to the schedule or additional meetings are required, the Chair shall, in consultations with all members, give notice of any changes in the dates of scheduled meetings, and/or of the dates of extraordinary meetings. c. An extraordinary meeting of the Council shall be convened upon the initiative of one-third of its members.”
Rule 10. Venue	“Meetings of the Council shall be held at the headquarters of the GGGI, or another venue proposed by the host country or another Council member, as agreed by the Council”
Rule 11. Notice	The Chair shall convene and give notice of the date of each meeting of the Council at least 60 days prior to the date of such meeting. The Secretariat shall promptly notify all those invited to the meeting.
Rule 12. Agenda	(a) The Council shall approve, at the end of each session on the proposal of the Director-General, a provisional agenda for the next meeting. (b) The Chair, assisted by the Secretariat, shall draft the provisional agenda of each meeting of the Council and distribute a copy of such provisional agenda to all those invited to the meeting. (c) Additions or changes to the provisional agenda of a meeting may be proposed to the Secretariat by any member and incorporated in the proposed agenda provided that the member shall give notice thereof to the Secretariat at least 30 days before the date set for the opening of the meeting. The proposed agenda and supporting materials for the meeting shall be distributed by the Secretariat to all those invited to the meeting 15 days before the date set for the opening of the meeting.”
<b>Financial Regulations [A/4/DC/1 – C/8/DC/5]</b>	
Regulation 3.4. Preparation & Submission (of the budget)	“a) For each financial period, the Director-General shall prepare a draft Budget. The draft Budget shall be made available to the Council at least 30 calendar days prior to the opening date of the Council meeting at which the Budget is to be considered. The Council shall either approve the Budget or return it to the Director-General for review and re-submission to the Council, in which case the 30-day requirement referred to above shall not apply.”

/End

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