



Global Green Growth Institute

Seventh Meeting of the Management and Program Sub-Committee

April 24-25, 2018; Seoul, Republic of Korea

Note on 2018 Sessions of the Governance Organs

Purpose

1. This document outlines the provisional dates and locations of the 2018 sessions of the Assembly and Council, as well as the meetings of the Management and Program Sub-Committee (MPSC), as discussed by Members of the MPSC and Council, in order to support the effective engagement of Members.
2. MPSC Members will be asked:
 - a. To decide on whether a second Meeting of the MPSC is indeed necessary and/or desired during 2018 and, if so, to decide on the format (virtual or real), the dates, and agenda items to be included in the said Meeting; and
 - b. To discuss and try to reach a MPSC-wide consensus view, if possible, on the date (suggested date from the Institute is October 31, 2018) for convening of the Seventh Session of the Assembly and Eleventh Session of the Council (Joint Session) in Seoul, the Republic of Korea.

Dates and Locations

3. The following approximate dates and locations were suggested for the 2018 sessions by Members of the MPSC and Council:

Date	Session	Location
Last week of June/first week of July 2018	Eighth Meeting of the Management and Program Sub-Committee	Virtual Meeting, if deemed necessary by MPSC Members during MPSC 7
October 2018 (TBD)	Seventh Session of the Assembly and Eleventh Session of the Council (Joint Session)	Seoul, Republic of Korea

4. The Seventh Meeting of the MPSC was scheduled to allow the Sub-Committee to review the audited 2017 financial statements of the Institute. The MPSC is required to provide a recommendation on the audited financial statements to the Council for approval.
5. Regarding the next (Eighth) Meeting of the Management and Program Sub-Committee:

Consistent with GGGI's Disclosure Policy [C/5/DC/2], this document will be disclosed on the GGGI Website upon its approval by the Council, and its classification will be changed from "For Official Use" to "General Distribution".

- a. If another MPSC Meeting is deemed necessary during the 2018 calendar year, the Institute would like to propose a convening of said virtual or real meeting on **July 3-4, 2018**.*
- b. If Members of the MPSC agree to hold another MPSC Meeting in 2018, the Institute will create a draft provisional agenda, incorporating suggestions made from Members, and circulate in accordance with the Terms of Reference for the MPSC.
6. Regarding the Seventh Session of the Assembly and Eleventh Session of the Council (Joint Session):
- a. The Institute would like to propose **October 31, 2018** to convene the Assembly and Council Joint Session.¹*
- b. If agreed by Members of the MPSC, the Institute will draft and circulate a decision by written procedure for approval by the Assembly and Council.

Circulation of Documents

7. The following deadlines will be applied for the circulation of the provisional agendas, supporting documents and draft summary records.

Session	Notification of session/meeting	Provisional agenda	Documents	Draft summary
Management and Program Sub-Committee	At least 30 calendar days before the sessions	At least 30 calendar days before the meeting	At least 10 working days before the meeting	Within 10 working days after the meeting
Sessions of the Assembly and Council	At least 90 calendar days before the sessions	At least 90 calendar days before the sessions	At least 30 before the sessions	Within 10 working days after the sessions

8. These deadlines are in accordance with those outlined in the Rules of Procedure of the Assembly and Council [A/4/DC/2/Final and C/8/DC/2/Final], as well as the Terms of Reference for the MPSC for 2018.
9. Between the sessions of the Assembly and the Council, the Institute will continue to engage members through written procedure – in accordance with the Rule 17 of the Rules of Procedure of the Assembly [A/4/DC/2/Final] and Rule 19 of the Rules of Procedure of Council [C/8/DC/2/Final].

/End

¹ Members of the Council suggested that the Seventh Session of the Assembly and Eleventh Session of the Council (Joint Session) be scheduled to avoid conflict with the Third Board Meeting of the Green Climate Fund (GCF), which is a closer partner and shares a number of delegates/points of contact with the Institute.