

# Guideline for Delegates

**10<sup>th</sup> Session of the Assembly &  
14<sup>th</sup> Session of the Council (Joint Session)**

E-Consultations | October 11-22, 2021

Hybrid Meeting | October 28, 2021



# Guideline for Delegates

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## 1. Introduction

The **10<sup>th</sup> Session of the Assembly and 14<sup>th</sup> Session of the Council (Joint Session)** will take place as a combination of e-consultations on October 11-22 and hybrid meeting on October 28, 2021. The virtual portion of the hybrid meeting will take place on [Zoom](#), and the in-person portion will take place at the GGGI Headquarters in Seoul, Republic of Korea ([See MAP](#)).

Ahead of the Joint Session hybrid meeting, GGGI will organize the **Global Green Growth Week 2021 (GGGWeek2021)** on October 25-27, 2021. Information on GGGWeek2021 can be found at <https://gggi.org/global-green-growth-week-2021/>.

## 2. 10th Assembly and 14th Council Joint Session

### a. Overview

The Joint Session consists of two parts: the first part will be in the form of **e-consultations** (via email) on October 11-22; and part two will be a **hybrid meeting** (in-person and virtual on Zoom) on October 28, 2021.

**E-consultations** are flexible ways of discussions held in written form over email communications for a selected number of agenda items, avoiding the inconvenience of time difference. An introductory email with detailed expectations will be sent to all registered delegates to launch the e-consultations.

A **hybrid meeting** refers to a combined virtual and in-person meeting, allowing delegates to join online via Zoom or to attend in-person, if delegates (including embassies) be in the Republic of Korea.

### b. Registration

All delegates are asked to register at <https://forms.office.com/r/egBdTTz21F> **by September 24, 2021**.

### c. Provisional Agenda

Members of the Assembly and the Council may provide comments and/or suggestions on the provisional agenda.

#### Part 1: E-Consultations (October 11-22)

- Item 1. Director-General's Progress Report
- Item 2. Report on Programs and Operations
- Item 3. 2021 Mid-Year Corporate Results Progress Report
- Item 4. Update on Membership, Accession and Country Programming
- Item 5. Strategy 2030 Review Memo Addendum
- Item 6. Regional Strategies for Africa, Asia, Latin America & Caribbean

- Item 7. Update from GGGI Staff Council
- Item 8. Provisional Dates and Format of the 2022 Sessions of Governance Organs

### Part 2: Hybrid Meeting (October 28)

- 19:00-19:45 KST - Agenda 1. Opening of Joint Session and Adoption of Agenda
- 19:45-20:00 KST - Agenda 2. Report of Management and Program Sub-Committee
- 20:00-20:20 KST - Agenda 3. Summary of E-Consultations
- 20:20-20:50 KST - Agenda 4. Update on 2021 Operational Budget
- 20:50-21:00 KST - Break
- 21:00-21:30 KST - Agenda 5. Draft 2022 Operational Budget
- 21:30-22:00 KST - Agenda 6. Approval of Strategy 2030 Review Memo Addendum
- 22:00-22:30 KST - Agenda 7. Election of Members to Governance Organs
- 22:30-22:40 KST - Agenda 8. Any Other Business
- 22:40 - Agenda 9. Closing of the Joint Session

## d. Sessional Documents

Sessional Documents can be accessed at the following link with the indicated password. Please note that the Joint Session will be a green and paperless meeting, and the GGGI Secretariat will not provide any printed copies of the sessional documents.

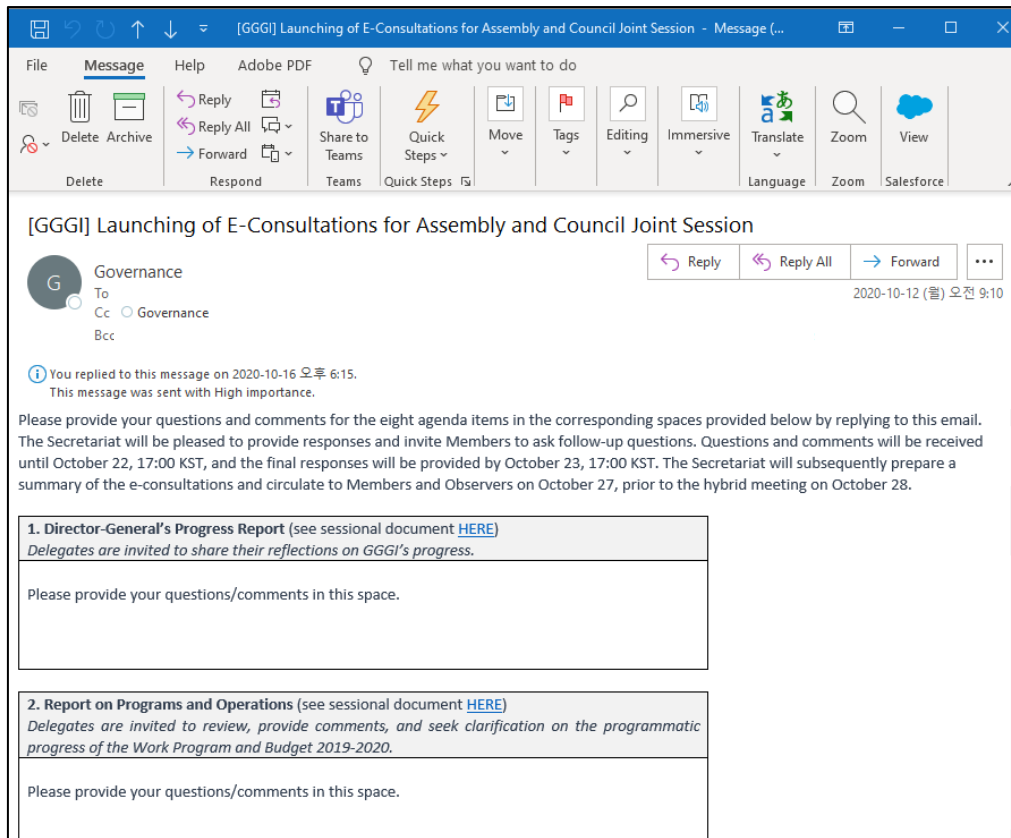
<p>Link: <a href="http://www.gggi.org/session/ac2021">http://www.gggi.org/session/ac2021</a>          Password: ac2021ac</p>
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## e. How to Participate in E-Consultations

E-consultations are flexible ways of discussions held in written form over email communications for a selected number of agenda items, avoiding the inconvenience of time difference.

- **Step 1:** The GGGI Secretariat will send an email launching the e-consultations to all registered delegates on **October 11**, inviting all delegates, both Members and Observers, to submit questions and comments to the Secretariat (see below example email).
- **Step 2:** Delegates can submit their questions and comments to the Secretariat by replying to this email from the Secretariat.
- **Step 3:** The Secretariat will provide a response to the questions and comments every 24 hours. Delegates will be asked to submit their questions **before October 22, 09:00 KST**, and those submitted after this time may not receive a response from the Secretariat.

**Image 1. Example email from Assembly and Council Joint Session in 2020**



After the end of the e-consultations, the Secretariat will provide a summary of the e-consultations to Members on October 27, one day prior to the hybrid meeting.

The full list of questions, comments and responses from the last Joint Session of the Assembly and Council in 2020 can be found [HERE](#).

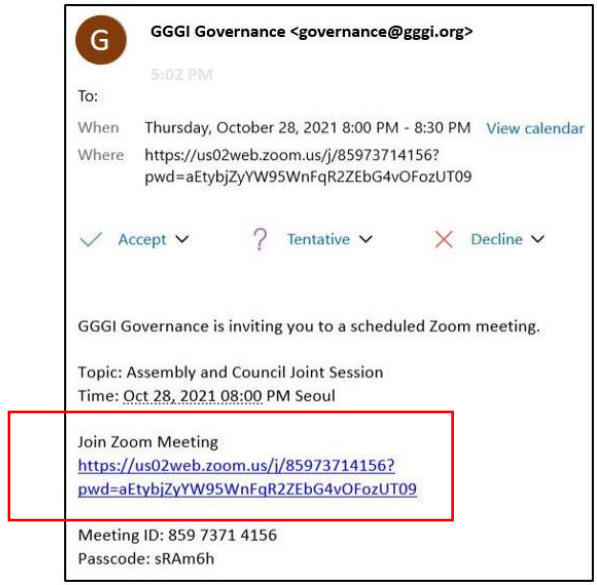
## f. How to Participate in the Hybrid Meeting

You can either join the hybrid meeting **online** via Zoom, or **in-person** at the GGGI Headquarters in Seoul, Republic of Korea.

### **Joining Online (Zoom)**

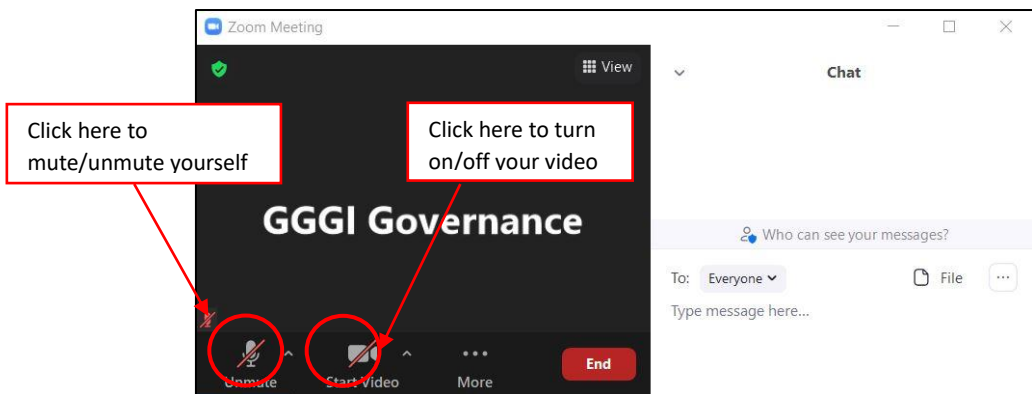
- **Step 1:** Download Zoom at this link: <https://zoom.us/download>
- **Step 2:** Open your Zoom meeting invitation in your email
- **Step 3:** Click on the Zoom meeting link

**Image 2. Email invitation of Zoom Meeting**



- ✓ Using Zoom During the Meeting
  - We encourage that you have your video turned on at all times unless you have connection issues.
  - Please mute yourselves when you are not speaking.
  - You may type your questions and comments directly into the chat window on the right hand side.

Image 3. Image of Zoom Meeting Room



- ✓ Some Tips for Better Internet Connection
  - Be close to your Wi-Fi router: To have the best possible connection, be close to your router and/or consider plugging your computer into your router with the ethernet/network cable. An ethernet cable most likely came with your router.
  - Try the test call: Take advantage of the test room, which the Secretariat will offer days prior to the actual meeting, to test the audio, video and other tools for a trouble-free meeting.
  - Join the call ahead of time: Get on the call sooner to make sure your connection is stable before the meeting starts.
  - As a last resort, turn off your video: Audio conferencing uses less bandwidth than video conferencing. But this should be used as a last resort, as video communication is important.

## □ *Joining In-Person (at GGGI HQ)*

Delegates who wish to join the Joint Session in person may come to the GGGI Headquarters at the following address:

3F, Jeongdong Building, 21-15, Jeongdong-gil, Jung-gu, Seoul  
서울특별시 중구 정동길 21-15 정동빌딩 3층 ([See MAP](#))

## □ *How to Make Interventions During the Hybrid Meeting*

### 1. Interventions during the Opening Agenda

First, there will be an opportunity for Heads of Delegations to respond to the opening remarks of Mr. Ban Ki-moon, President of the Assembly and Chair of the Council in **Agenda 1. Opening of the Meeting and Adoption of the Agenda**. If your Head of Delegation would like to make an intervention in **Agenda 1**, please inform the Secretariat at [governance@gggi.org](mailto:governance@gggi.org) at least two days in advance of the meeting. We ask all interventions to be **a maximum of one minute**, in order to keep the meeting to time.

If your head of delegation would like to provide his/her intervention with a recorded video message, please communicate with the Secretariat at [governance@gggi.org](mailto:governance@gggi.org). Please be informed that the message should either be in English or in another language with English subtitles.

### 2. Interventions during Other Agenda Items

Second, delegates may intervene during other agenda items either by 1) requesting the floor by raising their place cards upright, or by typing into the chat room “COUNTRY/MEMBER requests the floor”; or 2) typing their comments or questions directly into the chat window in Zoom.

## g. **No travel support in 2021**

No travel support will be provided to delegates in 2021, considering the continued travel restrictions due to COVID-19.

Delegates located outside the Republic of Korea are invited to join virtually, while delegates located in the Republic of Korea at the time of the Joint Session, such as members of the diplomatic corps, can attend the meeting in person.

## h. **Working Language**

In accordance with Rule 46 of the Rules of Procedure of the Council, the working language of all governance organ meetings of GGGI shall be English.

## 3. **Governing Organs of GGGI**

The Assembly, the Council, and the Management and Program Sub-Committee (MPSC) are the governing organs of GGGI. The Assembly is the supreme organ of GGGI, the Council is



the executive body, and the MPSC is a working-level advisory body for the Council.

## a. Assembly

Every GGGI Member has a seat on the Assembly, which is the supreme governing organ of GGGI. The Assembly has one regular session each year, and the meetings are held together with the annual Council meetings as a Joint Session. A quorum is made when there is a simple majority of the Assembly Members present, in accordance with Article 3(c) of the [Establishment Agreement](#).

According to the Rules of Procedure of the Assembly [[A/1/DC/1](#)], the functions of the Assembly include:

- a. Electing Members to the Council, considering the principle of rotation;
- b. Appointing the Director-General who shall be nominated by the Council;
- c. Considering and adopting amendments to the Establishment Agreement;
- d. Advising on the overall direction of GGGI's work;
- e. Reviewing progress in meeting GGGI's objectives;
- f. Reviewing reports from the secretariat on strategic, operational and financial matters;
- g. Providing guidance on cooperative partnerships and linkages with other international bodies;
- h. Granting observer status to non-state entities, based on criteria agreed by the Assembly and to prospective members of GGGI;
- i. Adopting its rules of procedures; and
- j. Adopting financial rules relating to the other means through which GGGI may obtain financial resources other than those provided for in Article 12(1)(a)-(d) of the [Establishment Agreement](#).

For More information on the Assembly including the full list of Assembly Members, please visit: <https://gggi.org/about/governance/the-assembly/>

## b. Council

The Council, which is an executive organ of GGGI, is composed of up to 17 Members. Members include five Contributing Members and five Participating Members elected by the Assembly, five Expert/Non-State Actors appointed by the Council, the Host Country that holds a permanent seat on the Council, and the Director-General without a voting right. Below is a list of the Members of the Council and their respective terms.

According to the Rules of Procedure of the Council [[C/8/DC/2/FINAL](#)], the Council is responsible for directing the activities of the GGGI, under guidance of the Assembly, which include:

- a. Nominating a Director-General for appointment by the Assembly;
- b. Appointing five experts/non-state actors to the Council;
- c. Approving the GGGI's strategy, and review the results, monitoring and evaluation framework;
- d. Approving the work program and budget;
- e. Approving audited financial statements;
- f. Approving the admission of new members to the Advisory Committee;
- g. Approving the criteria for country program selection;



- h. Approving the Council's Sub-Committees' membership;
- i. Approving staff regulations and other regulations of GGGI;
- j. Appointing an external auditor;
- k. Adopting its rules of procedures; and
- l. Performing other functions delegated by the Assembly or conferred in the Agreement.

For more information on the Council including the full list of Council Members, please visit: <https://gggi.org/about/governance/the-council/>.

## 4. Global Green Growth Week 2021

### a. About GGGWeek2021

GGGWeek2021, which is to take place as a virtual conference on October 25-27, 2021, will feature high-level panel discussions, keynote speeches, interactive sessions and debates that will highlight examples of solutions and best practices to green COVID-19 recovery, develop Green New Deals to accelerate the implementation of the Paris Agreement, engage with global green growth leaders and practitioners, forge partnerships, and provide participants with learning and sharing opportunities across a range of sectors and topics to advance the global efforts to build back better.

### b. GGGWeek2021 at a Glance

A number of virtual sessions will take place including high-level keynote speeches, presentations, panel discussions and debates on topics related to Green New Deals, Green Recovery, Green Investments, Innovative Financing Mechanisms, Private Sector Engagement for Scaling Up, Nature-Based Solutions, Adaptation and Resilience Building, Climate Smart Agriculture, Sustainable Green Industrial Parks, Carbon Pricing, NDCs/LEDS/MRV, Blue Economy & Coastal Resilience, Sustainable Forests, Green Cities, Sustainable Transport, Circular Economy & Waste Management, Green Industries, Scaling-Up Renewable Energy, Techno-Climate Innovation, Green Entrepreneurships, Public Private Partnerships.

For more information, visit <https://gggi.org/global-green-growth-week-2021/>

## 5. GGGI Contact Points

### **For Assembly & Council Joint Session**

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