

12th Session of the Assembly and 16th Session of the Council (Joint Session)

Logistics Note

October 9-20, 2023 | E-Consultations
October 26, 2023 | Hybrid Meeting

1. Date, Format & Venue

- 1.1 GGGI's 12th Session of the Assembly and 16th Session of the Council (Joint Session) will take place on **October 26, 2023** as a **hybrid meeting** (there will be **no travel support** provided to representatives of Member States to attend the meeting), with virtual and an in-person participation (for those representatives already in Seoul or choosing to travel using their own funds, and embassy colleagues who wish to support their capitals) organized at the GGGI Headquarters in Seoul, Republic of Korea. Online participation will be done via the Zoom platform.
- 1.2 The Hybrid Meeting will be preceded by **e-consultations on October 9-20, 2023**. The e-consultations refer to a process where Member States and the GGGI Secretariat hold discussions in written form over email communications for a selected number of agenda items. More details on the e-consultations can be seen in Section 4. Modality of this document.
- 1.3 The address of the GGGI Headquarters is 3F, Jeongdong Building, 21-15, Jeongdong-gil, Jung-gu, Seoul, Republic of Korea [서울특별시 중구 정동길 21-15 정동빌딩 3층] (click [HERE](#) for map).
- 1.4 The Joint Session will again take place during the week of Global Green Growth Week 2023. The theme for this year's GGG2023 is "Fast-Tracking Transformative Climate Action" which will take place on October 23-27, 2023, in a hybrid format. For more information on GGGWeek2023, please see the concept note at [LINK](#) or visit <https://globalgreengrowthweek.gggi.org/>.

2. Agenda of the 12th Session of the Assembly and 16th Session of the Council

2.1 The Provisional Agenda of the Assembly and Council Joint Session is as follows:

- **E-Consultations Items:**

Items
1. Director-General's Progress Report
2. 2023 Program Progress Overview and Mid-Year Results
3. Decision on Redefining Contributing Members and Associated Issues (Part 1)
4. Draft Addendum to Roadmap 2021-2025 (Part 1)
5. Operationalization of the Carbon Transaction Facility

6. Update on Membership, Accession and Country Programming
7. Update from GGGI Staff Council
8. Provisional Dates and Format of the 2024 Sessions of Governance Organs

• **Hybrid Meeting Agenda:**

Time (KST)	Agenda
18:00-19:00	1. Opening of the Joint Session and Adoption of the Agenda a. Remarks by President of the Assembly & Chair of the Council of GGGI b. Remarks by the Director-General of GGGI c. Remarks by Heads of Delegations ¹
19:00-19:20	2. Report of the Management and Program Sub-Committee
19:20-19:40	3. Discussions on the E-Consultations Items and Summary
19:40-20:10	4. Update on the 2023 Operational Budget and Draft 2024 Operational Budget
20:10-20:20	<i>Break</i>
20:20-20:50	5. Decision on Redefining Contributing Members and Associated Issues (Part 2)
20:50-21:20	6. Draft Addendum to Roadmap 2021-2025 (Part 2)
21:20-21:50	7. Election of Members to Governance Organs
21:50-22:00	8. Any Other Matters
22:00	9. Closing

KST	CEST	GMT	CST
18:00-22:00	11:00-15:00	09:00-13:00	03:00-07:00

2.2 Light dinner will be available in the lobby for in-person participants before the Joint Session at 17:00-18:00 KST, and refreshments will be available in the meeting room.

3. Sessional Documents of the Assembly and Council Joint Session

3.1 The Sessional Documents for the Assembly and Council Joint Session will be available for download at the below link with password, starting from September 25, 2023.

LINK: <https://ggi.org/session/ac2023>
PW: a12c16

3.2 In accordance with Rule 53 of the Rules of Procedure of the Assembly and Rule 46 of the Rules of Procedure of the Council, the working language of all governance organ meetings of GGGI shall be English.

3.3 French and Spanish simultaneous interpretation will be available for delegates joining online. For in-person participants, please contact the Secretariat if you would like access to the simultaneous interpretation.

¹ The GGGI Secretariat will contact the delegations that have registered for the Assembly and Council Joint Session regarding the opening remarks by Heads of Delegations. For any inquiries, please contact Ms. Nayoung Moon, Governance Officer, at nayoung.moon@ggi.org.

4. Modality

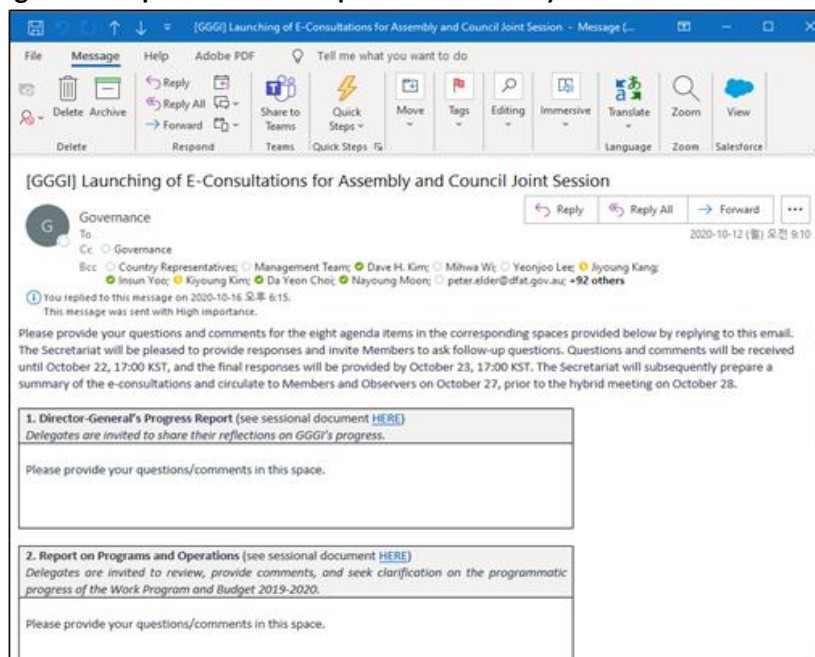
4.1 The Assembly & Council Joint Session will be held as a hybrid meeting on October 26, 2023, with two-week e-consultations preceding on October 9-20, 2023.

- E-Consultations (October 9-20)

4.2 E-consultations allow GGGI Member States and the Secretariat to have discussions in written form via email communications for a selected number of agenda items. The process allows delegates to have multiple rounds of in-depth discussions without time constraints on some of the key items before the hybrid meeting.

Step 1: On October 9, the GGGI Secretariat will send an email launching the e-consultations to all registered delegates, inviting all delegates, both Members and Observers, to submit questions and comments to the Secretariat (see below example email).

Image 1. Example email from a previous Assembly and Council Joint Session



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 delegates' questions and comments every 24 hours. Delegates will be asked to submit questions and comments throughout the two weeks—multiple times and even follow up questions and comments to the responses from the Secretariat—ending on **October 20, 2023**, and those submitted after this time may not receive a response from the Secretariat.

Step 4: After the end of the e-consultations, the Secretariat will provide a summary of the e-consultations to Members on October 25, one day prior to the hybrid meeting. Items

discussed during the e-consultations can be discussed further during Agenda 3 of the hybrid meeting, “Discussions on E-Consultations Items and Summary.”

- **Hybrid Meeting (October 26)**

4.3 The hybrid meeting will take place on October 26, 2023, at 18:00-22:00 KST.

Attending in person (at GGGI HQ):

Delegates planning to join the hybrid meeting in person may come to 3F, Jeongdong Building, 21-15, Jeongdong-gil, Jung-gu, Seoul, Seoul, Republic of Korea [서울특별시 중구 정동길 21-15 정동빌딩 3층].

Image 2. Photo of the entrance of Jeongdong Building

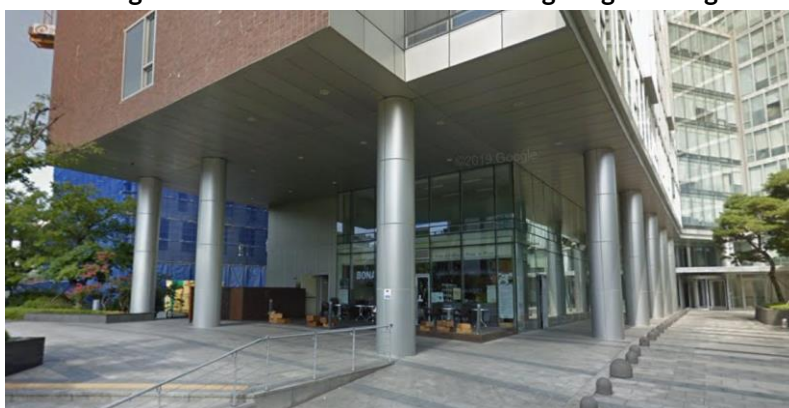


Image 3. Photo of the 11th Assembly and 15th Council Joint Session



Attending virtually (Zoom):

For delegates attending virtually, they can join the meeting through a Zoom meeting link provided by the Secretariat. Delegates can join online either using a desktop or mobile device. The meeting link will be sent to registered delegates via email. If you have not received it, please contact governance@gggi.org.

Image 4. Email invitation of Zoom Meeting



4.4 Making interventions during the Hybrid Meeting

- Delegates may make interventions during agenda items either by
 - (1) Requesting the floor by raising their place cards upright;
 - (2) By typing into the chat room “COUNTRY/MEMBER requests the floor”; or
 - (3) Typing their comments or questions directly into the chat window in Zoom.

5. Registration

All delegates must be registered at this link: <https://forms.office.com/r/mVpEvZcpiT> to receive the sessional documents and meeting link.

6. Contact Information

Inquiries related to the Assembly and Council Joint Session:

Ms. Nayoung Moon

Governance Officer

nayoung.moon@gggi.org / governance@gggi.org

Inquiries related to Global Green Growth Week 2023

Ms. Mona Laczó

Head of Communications

mona.laczó@gggi.org / globalgreengrowthweek@gggi.org
