

Annex I: Proposed modalities for the qualitative and quantitative review of the live webcasting service for formal Board meetings

I. Modality for the qualitative review

1. The qualitative review to be conducted by the Secretariat will be based on the results of an online survey, which includes the views of those who have accessed the service as per decision B.12/35, paragraph (e). The online survey is proposed to have the following features:
 - (a) The survey period will run for one month;
 - (b) The respondents for the survey will cover four specific focus groups closely affiliated with the daily business operations of GCF, based on the composition at the time of the survey, including: Board members and alternate Board members, national designated authorities, accredited entities, and accredited observer organizations (i.e. civil society organizations, private sector organizations, and international entities);
 - (c) The respondents will be requested via email to complete a set number of closed, multiple-choice and open-ended questions through an online survey software tool; and
 - (d) Responses to the survey may be collected directly or through focal points.
2. The results of the survey will be converted to statistical information with an exception for the responses to the open-ended questions if such conversion is not feasible.

II. Two modalities for the quantitative review

3. The quantitative review will include data regarding the costs involved in the webcasting service, which is identified in decision B.12/35, paragraph (e).
4. Aside from the costs, the quantitative review will include aggregated and anonymized data regarding usage statistics to be obtained from the webcast service provider. Usage statistics will provide other useful information to assess the service as required under decision B.12/35, paragraph (e). Usage statistics will cover the number of visits, including the regional composition of usage (i.e. Africa, Asia, Central America, Europe, North America, Oceania and South America).

III. General provisions on modalities

5. Notwithstanding the use of qualitative and quantitative research methods, a holistic approach will be employed in arriving at the Secretariat's recommendation regarding the live webcasting service for the Board's consideration.
 6. For comparison, data regarding the on-demand webcasting service provided at formal Board meetings may be considered to the extent relevant.
 7. The scope of the review will cover seven consecutive Board meeting periods (B.13 to B.19).
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