

Advisory Board to the CTCN

08-10 October 2014

Fourth meeting

AB/2014/4/1

Provisional agenda for the 4th meeting of the Advisory Board to the Climate Technology Centre and Network (CTCN)

08-10 October 2014

*UN City, in Copenhagen, Auditorium: Marmorvej 51,
2100 Copenhagen Ø, Denmark*

- 1. Opening of the meeting.**
- 2. Organizational matters.**
 - 2.1 Adoption of the agenda.
 - 2.2 Minutes of third meeting and discussion of matters arising.
 - 2.3 Organization of the work of the meeting.
- 3. Briefing on CTCN activities at the June Bonn session.**
- 4. Feedback from the 9th TEC meeting, Bonn 18-21 August 2014.**
- 5. Update on CTCN activities.**
 - 5.1 Support and training of NDEs.
 - (a) Regional training.
 - (b) Request incubator programme for LDCs.
 - 5.2 Requests for CTCN support received from developing countries' NDEs.
 - 5.3 Formation of the Network.
 - 5.4 Knowledge Management System.
- 6 Annual Operating Plan of the CTCN for 2014-15.**
- 7 CTCN budget and financial situation.**
- 8 Feedback from meetings with i) CTCN donors, ii) NDEs of Annex1, and iii) GEF and regional development banks.**
- 9 Monitoring and evaluation of the work of CTCN.**
- 10 Strategic issues and mandated deliverables for SB41 and COP20.**
 - 10.1 GEF support to the CTCN.
 - 10.2 Joint annual report of the TEC and the CTCN for 2014.
- 11 Outreach and communications.**
 - 11.1 CTCN side events at COP20.
 - 11.2 Engagement with the business community.
- 12 Other matters.**
 - 12.1 Rotation of Government members.
 - 12.2 Date and venue of the next meeting.
 - 12.3 Other matters.
- 13 Closure of the meeting.**

II. Annotations to the provisional agenda

1. Opening of the meeting

The fourth meeting of the Advisory Board will be opened by the Chair of the Advisory Board, Mr Fred Onduri, on Wednesday, October 8th, 2014.

2. Organizational matters

2.1 Adoption of the agenda

The provisional agenda was prepared by the Chair in consultation with Vice Chair and with support from the CTCN team. It was circulated to the Advisory Board members prior to the meeting and no comments were received.

Action: The Advisory Board is invited to adopt the meeting agenda.

AB/2014/4/1	<i>Provisional agenda and annotations</i>
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2.2 Minutes of previous meeting and discussion of matters arising

The minutes of the third Advisory Board meeting were prepared by the Chair and Vice-Chair with support from the CTCN team and were circulated to Advisory Board members prior to the meeting. Any amendments or additional items for consideration are to be discussed prior to the adoption of the minutes.

Action: The Advisory Board is invited to adopt the minutes from the third meeting.

AB/2014/4/2	<i>Minutes from third Advisory Board meeting</i>
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2.3 Organization of the work of the meeting

The fourth meeting of the Advisory Board will be held from 8 to 10 October 2014, and to be concluded by around midday on 10 October. A detailed schedule of the meeting was circulated to the Advisory Board members prior to the meeting, including a proposed timetable for the sequence of the agenda items. The meeting will be open to attendance of observers, both Parties and accredited observer organizations, except where otherwise decided by the Advisory Board (Decision 14/CP.18, annex II, paragraph 14). In accordance with the Rules of Procedure of the Advisory Board, the Chair may decide at any time that a meeting or part of the meeting should be closed to observers. Provision has been made to have the meeting webcast.

Action: The Advisory Board is invited to take note of the organization of the work of the meeting.

3. Briefing on CTCN activities at the June Bonn session

The fortieth sessions of the Subsidiary Body for Implementation (SBI 40) and of the Subsidiary Body for Scientific and Technological Advice (SBSTA 40), as well as the fifth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) were held from 4-15 June 2014 in Bonn, Germany. Other meetings and events were also held in the margins of these sessions.

The CTCN director will give a brief summary of the main outcomes of the sessions related to the work of the CTCN, including the events in which the TEC Chair or Vice-Chair participated. Members of the Advisory Board will be invited to provide feedback on their participation at any meetings or events during these sessions that may be of relevance to the work of the CTCN.

Action: The Advisory Board is invited to take note of the outcomes from SB40 sessions and related meetings and events.

4. Feedback from the 9th TEC meeting, Bonn 18-21 August 2014

The 9th meeting of the Technology Executive Committee (TEC) was held on 18-21 August 2014 in Bonn, Germany.

The Chair and Vice Chair of the TEC will be invited to provide an overview of the main outcomes of the meetings, particularly those of relevance to the work of the CTCN.

Action: The Advisory Board is invited to take note of the outcomes of the 9th meeting of the Technology Executive Committee.

5. Update on CTCN activities

The CTCN director will start by providing a general overview of the progress and status of the CTCN.

5.1.a. Support and training of NDEs: Regional Trainings

The CTCN team conducted seven Regional Training Workshops for National Designated Entities from Non-Annex 1 countries. These workshops also laid the ground for the creation of regional NDE communities/networks. In total, 140 individuals have been trained representing nominated NDEs or Climate Change Focal Points from 119 countries (Asia, Africa, Latin America, Eastern Europe and Middle East, SIDS). 51 NDEs were represented in these workshops, 8 from Asia, 8 from Anglophone Africa, 8 from LAC, 9 from Francophone Africa, 2 from Eastern Europe, 2 from Middle East, and 14 from SIDS.

The CTCN will provide an update on the support and training provided to NDEs.

Action: The Advisory Board is invited to take note of the training activities for National Designated Entities conducted by the CTCN.

5.1.b. Support and training of NDEs: Request incubator programme for LDCs

The success of CTCN assistance in developing countries depends greatly on the effective engagement of their NDEs. Given their mandate of submitting and managing requests, NDEs in developing countries act as guarantor for the quality of requests submitted to the CTCN, and subsequently, for their positive impacts. The limited number of requests received so far, as well as feedback from participants in the NDE trainings and bilateral talks at the margin of UNFCCC meetings, suggest that some NDEs need additional support to be able to fulfil their role effectively.

Support is particularly needed in Least Developed Countries (LDCs), given their specific situation and high vulnerability to climate change. Article 4.9 of the Convention states that: “*The Parties shall take full account of the specific needs and special situations of the least developed countries in their actions with regard to funding and transfer of technology*”. In addition, the COP affirms that “*Capacity building is crucial to developing countries, especially those that are particularly vulnerable to the adverse effects of climate change. The special circumstances of Least Developed Countries and Small Island Developing States need to be taken into account*”.

Therefore, the CTCN has developed a Request Incubator Programme for NDEs from LDCs. This programme is aimed at enabling LDC NDEs to submit requests for CTCN assistance according to their national priorities.

The CTCN will present the key features of the request incubator programme developed by the CTCN.

Action: The Advisory Board is invited to take note of the Request incubator programme for LDCs and share their views.

AB/2014/4/3	<i>Request incubator programme</i>
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5.2 Requests for CTCN support received from developing countries' NDEs

As of 9 September 2014, the CTCN has engaged with Non-Annex I Parties regarding a total of 23 requests and response plans. These requests are well distributed among the different regions and cover both adaptation and mitigation. Out of these 23 request, 13 have been officially submitted by countries through their NDE and the CTCN is working with the NDEs and respective request applicants to screen and refine the requests and develop response plans.

The CTCN will provide an update on progress and status of the country requests received and those under discussion.

Action: The Advisory Board is invited to take note of the “list and status of country requests”.

AB/2014/4/4	<i>List and status of country requests</i>
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5.3 Formation of the Network

A total of 20 applications for membership to the Network were received by 31 August 2014. A quick gap analysis conducted in September 2014 concluded that reinforcement of expertise is required in every region, sector and institutional types. North Africa, Sub-Saharan Africa and Western Asia were identified as regions that require more reinforcement. To stimulate the development of its network, the CTCN has already reached out to about 150 institutions, and is contacting more institutions to apply to the network.

The CTCN will provide an update on progress made in forming the Climate Technology Network.

Action: The Advisory Board is invited to take note of the update on “List of members and current status of the CTN”.

5.4 Knowledge Management System

Extensive research has been conducted in order to inform the vision, strategies, design guidelines, definition of roles, governance structure, and development processes for the KMS. Based on the technical requirements, agreements have been established with consortium member, NREL, and strategic partner, DNV GL, to build architectural and design elements of the KMS under the guidance of the CTCN Knowledge and Communications Manager. Several aspects of the knowledge management system have been built and others are in development in anticipation of a launch of version 1.0 at COP20.

The Knowledge and Communications Manager will present progress and status to date on KMS development.

Action: The Advisory Board is invited to take note of the progress on the development of the Knowledge Management System.

6. CTCN Annual Operating Plan for 2014-15

The Annual Operating Plan outlines a series of activities and plans to be undertaken for the second year of operation, between 1st December 2014 and 30th November 2015. It draws from the overarching 5 year Programme of Work endorsed by the CTCN Advisory Board at its second meeting. The priorities identified are informed by the needs expressed by developing countries, as well as the CTCN experience during its first year of operation.

The CTCN director will present the Annual Operating Plan of the CTCN for 2014-15.

Action: The Advisory Board is invited to approve of the “Annual Operating Plan for 2014-15”.

7. CTCN budget and financial situation

As of September 2014, the CTCN secured a total funding of USD 26.6 million from bilateral sources, including from the Governments of Canada, Denmark, Germany, Japan, Norway, Switzerland, and the United States, as well as from the European Commission. The CTCN is also financed by cash and in-kind contributions from the UNEP-led consortium in the amount of USD 5.8 million. The CTCN's 5 years Programme of Work has an anticipated budget of USD 100 million. This translates into a budget shortfall of USD 68 million.

To secure additional financial contributions and fill the funding gap, the CTCN continues to engage with potential funders and is developing a resource mobilization strategy that proposes approaches for obtaining the necessary financial contributions to support the CTCN and its programme of work.

The CTCN director will present the financial situation of the CTCN and perspectives for securing additional financial contributions.

Action: The Advisory Board is invited to take note of the “CTCN budget and financial situation”.

AB/2014/4/7	CTCN budget and financial situation
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8. Feedback from meetings with i) CTCN donors, ii) NDEs of Annex1, and iii) GEF and regional development banks

The CTCN organized the following meetings at the margins of this Advisory Board meeting:

- Meeting with CTCN Donors (8 October) – To i) provide them with an update on activities and financial status of the CTCN, and ii) explore ways of coordinating CTCN activities with donor activities and Annex I countries' work in developing countries.
- Meeting with NDEs from Annex I countries (8 October) –to i) present the CTCN state of play, opportunities and challenges, and possible role of Annex I NDEs; and iii) explore ways and means for Annex 1 NDEs to engage in the CTCN process.
- Meeting with the GEF, World Bank and Regional Development Banks (7 October) – To i) enhance coordination among the different initiatives to avoid duplications and ensure complementarity of efforts, and ii) To agree on a possible High Level announcement to be made at COP20 on the enhanced collaboration between the Technology Mechanism, the GEF, and the Regional Development Banks.

The CTCN director will report on the outcomes of these meetings.

Action: The Advisory Board is invited to take note of the outcomes of these meetings.

9. Monitoring and evaluation of the work of CTCN

The CTCN with DNV-GL is developing a Monitoring and Evaluation (M&E) system to facilitate monitoring and evaluation of its operational performance and the effectiveness of the UNEP/UNIDO Consortium in delivering on the objectives of the CTCN programme. The M&E outputs will be made available via a dashboard through the KMS and compiled data will be used to create success stories of CTCN services.

The CTCN will present its approach and plans for monitoring and evaluating the work of the CTCN.

Action: The Advisory Board is invited to take note of the “Monitoring and evaluation of the work of CTCN”.

AB/2014/4/8	Monitoring and evaluation of the work of CTCN
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10. Strategic issues and mandated deliverables for SB41 and COP20

10.1 GEF support to the CTCN

As an operating entity of the financial mechanism of the UNFCCC, the GEF was requested by the COP (decision 2/CP.17, para 140) to support the operationalization and activities of the CTCN. UNEP and UNIDO have engaged in several discussions with the GEF to secure its support to the CTCN in conformity with COP Decision 2/CP.17. Discussions have culminated in approval of USD 1.8 million (from GEF-5 funds) to the CTCN. As per GEF procedures, a project proposal is being developed for submission to the GEF by 12 June 2015.

The CTCN director will provide an update on progress with the GEF proposal and report on the latest discussions held with the GEF. A representative from the GEF Secretariat will be given an opportunity to address the CTCN Advisory Board.

Action: The Advisory Board is invited to take note of the progress of discussions between the CTCN and the GEF and to provide further guidance and assistance to the CTCN.

10.2 Joint annual reports of the TEC and the CTCN for 2014

The COP, by its decision 1/CP.16, paragraph 126, decided that the TEC and the CTCN shall report through the subsidiary bodies, on their respective activities and on the performance of their respective functions. Decision 2/CP.17, Annex VII, paragraph 9, requests the Advisory Board to provide guidance on the report of the CTCN. The TEC entrusted its Chair and Vice-Chair to discuss with the Advisory Board joint reporting to the COP.

The CTCN director will present the draft report on activities and performance of the CTCN for discussion with the Advisory Board members.

Action: The Advisory Board is invited to:

- **Discuss the draft report and provide any guidance; and**
- **Entrust its Chair and Vice-Chair to work with the TEC Chair and Vice-Chair in finalizing the joint TEC-CTCN report for 2014.**

AB/2014/4/9	<i>Draft report on activities and performance of the CTCN</i>
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11. Outreach and communications

11.1. CTCN side events at COP20

With the arrival of the Knowledge and Communications Manager in April, a CTCN communications needs analysis has been conducted and an internal and external Communications Strategy developed in order to promote effective and clear lines of communication among CTCN leadership, staff and partner organizations; and generate awareness of CTCN services. Several promotional activities have been conducted and preparations are underway for events at COP20.

The CTCN Knowledge and Communications Manager will present an update on communications and outreach, as well as plans for COP20.

Action: The Advisory Board is invited to take note of the progress on the development of communications tools and activities in the promotion of CTCN's services.

11.2. Engagement with the business community

The CTCN with DNV-GL is developing Private Sector Engagement mechanism to increase participation of the private sector in all activities of the CTCN.

The CTCN will present the CTCN's Private Sector Engagement mechanism and roadmap.

Action: The Advisory Board is invited to take note of the “CTCN Private Sector Engagement (PSE) mechanism”.

AB/2014/4/10	<i>CTCN Private Sector Engagement (PSE) mechanism</i>
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12. Other matters.

12.1. Rotation of Government members

According to the Rules of procedure of the Advisory Board (Annex II of decision 14/CP.18), half of Government members were elected for a term of three years and half were elected for a term of two years. The COP must elect half of the Government members every year for a term of two years. Government representatives elected to serve for a term of two years are eligible to serve a maximum of two consecutive terms of office. The terms of some Government representatives are due to expire by the end of 2014, and others by the end of 2015.

The CTCN Director will remind Government representatives that they will need to elect some new members at COP20 in Lima, and others at COP21 in Paris.

Action: The Advisory Board is invited to take note of the required election of new Government representative members at COP 20 and COP 21.

AB/2014/4/11	<i>Rotation of Government Representatives on the Advisory Board</i>
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12.2. Date and venue of the next meeting

The Advisory Board may wish to agree on the dates and venue of its next meeting.

12.3. Other matters

Any other matters arising during the meeting will be taken up under this item.

13. Closure of the meeting

The Advisory Board will be invited to consider next steps and the process for finalizing the report of the meeting.

III. Tentative timetable for the fourth meeting of the CTCN Advisory Board.

Day 1 (8 October)	
14.30 – 15.00	Registration
15.00 – 15.10	Agenda item 1 – Opening of the meeting
15.10 – 15.30	Agenda item 2 – Organisational matters 3.1 Adoption of the agenda 3.2 Minutes of second meeting

	3.3 Organization of the work of the meeting
15.30 – 15.50	Agenda item 3 – Briefing on CTCN activities at the June Bonn session
15.50 – 16.05	Agenda item 4 – Feedback from the 9 th TEC meeting, Bonn 18-21 August.
<i>16.05 – 16.30</i>	<i>Coffee break</i>
16.30 – 17.30	Agenda item 5 – Update on CTCN activities 5.1 Support and training of NDEs (a) Regional trainings (b) Request incubator programme for LDCs
Day 2 (9 October)	
09.30 – 10.30	Agenda item 5 – Update on CTCN activities (continued) 5.2 Requests for CTCN support received from developing countries' NDEs
<i>10.30 – 11.00</i>	<i>Coffee break</i>
11.00 – 12.30	Agenda item 5 – Update on CTCN activities (continued) 5.3 Formation of the Network 5.4 Knowledge Management System
<i>12.30 – 14.00</i>	<i>Lunch</i>
14.00 – 15.30	Agenda item 6 – Annual Operating Plan of the CTCN for 2014-15
15.30 – 16.00	Agenda item 7 – CTCN Budget and financial situation
<i>16.00 – 16.30</i>	<i>Coffee break</i>
16.30 – 17.15	Agenda item 8 - Feedback from meetings with i) CTCN donors, ii) Annex 1 NDEs, and iii) GEF and regional development banks
17.15 – 17.45	Agenda item 9 – Monitoring and evaluation of the work of CTCN
Day 3 (10 October)	
09.30 – 11.00	Agenda item 10 – Strategic issues and mandated deliverables for SB 41/COP20 10.1 GEF support to CTCN 10.2 Joint Annual Report of the TEC and CTCN for 2014
<i>11.00 – 11.30</i>	<i>Coffee break</i>
11.30 – 12.10	Agenda item 11 – Outreach and communications 11.1 CTCN Side events at COP 20 11.2 Engagement with the business community
12.10 – 12.30	Agenda item 12 – Other matters 12.1 Rotation of Government representatives 12.2 Date and venue of the next meeting 12.3 Other matters
12.30	Agenda item 13 – Closure of the meeting