

**5th meeting of the Advisory Board to the Climate Technology Centre and Network  
(CTCN)**

14-16 April 2015

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

**I. Provisional agenda**

- 1. Opening of the meeting**
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  - 2.2 Adoption of the agenda
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- 4. Feedback from the 10th TEC meeting**
- 5. Update on CTCN activities**
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    - 5.2.2. Regional NDE Fora
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  - 5.4. Formation of the Network
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  - 5.5. Knowledge Management System
- 6. CTCN budget and financial situation**
  - 6.1. Budget and financial statement
  - 6.2. Funding and resource mobilization
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- 8. Strategic issues**
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  - 8.3. GEF support to the CTCN and collaboration with Development Banks
  - 8.4. CTCN's TNA Implementation Support Programme

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## 9. Outreach and communications.

- 9.1. Stakeholder engagement
- 9.2. Guidelines for the use of the CTCN brand

## 10. Other matters.

- 10.1. Election of new Vice-chair
- 10.2. Date and venue of the next meeting
- 10.3. Other matters

## 11. Closure of the meeting.

# II. Annotations to the provisional agenda

## 1. Opening of the meeting

The fifth meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 14.00 on Tuesday, April 14<sup>th</sup>, 2014.

## 2. Organizational matters

### 2.1 Introduction of new AB members

As per the Rules of procedure of the Advisory Board of the Climate Technology Centre and Network (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. From now on and in line with the Rules of procedure, the COP must elect half of the Government members every year for a term of two years. Government representatives elected to the Board serve for a term of two years and are eligible to serve a maximum of two consecutive terms of office. In this context, Government members have elected and submitted the names of the new members for the Advisory Board at COP 20 in Lima.

The Chair of the Advisory Board will welcome and introduce the new members of the Advisory Board.

AB/2015/5/1	<i>List of Advisory Board members (updated)</i>
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### 2.2 Adoption of the agenda

The provisional agenda was prepared by the Chair in consultation with Vice Chair and with the support of the CTCN team, and circulated to Advisory Board members prior to the meeting.

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

AB/2015/5/2	<i>Provisional agenda and annotations</i>
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### 2.3 Minutes of previous meeting and discussion of matters arising

The minutes from the fourth 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.

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

AB/2015/5/3	<i>Minutes from fourth Advisory Board meeting</i>
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#### 2.4 Organization of the work of the meeting.

The fifth meeting of the Advisory Board will be held from 14 to 16 April 2015 at the UN City in Copenhagen, Denmark. A detailed schedule of the meeting has been communicated to the Advisory Board members prior to the meeting. 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). 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 COP 20 and at ADP 2.8**

The twentieth session of the Conference of the Parties (COP) was held in Lima, Peru from 1-12 December 2014 and the ADP 2.8 was held in Geneva Switzerland on 8-13 February 2015.

The CTCN Director will provide an overview of the key issues and outcomes of the discussions related to the “Development and transfer of technologies and implementation of the Technology Mechanism”.

**Action:** The Advisory Board is invited to take note of the key outcomes from COP20 and ADP 2.8. related to the “Development and transfer of technologies and implementation of the Technology Mechanism”.

### **4. Feedback from the 10<sup>th</sup> TEC meeting, Bonn 9-12 March 2015**

The 10<sup>th</sup> meeting of the TEC was held on 9-12 March 2015 in Bonn, Germany.

The Chair or Vice Chair of the TEC will be invited to provide an overview of the main outcomes of the 10<sup>th</sup> meeting of the TEC.

**Action:** The Advisory Board is invited to take note of the outcomes of the 10<sup>th</sup> meeting of the Technology Executive Committee.

### **5. Update on CTCN activities**

#### 5.1. General update

The CTCN Director will give an overall update on the CTCN’s status, progress and activities.

**Action:** The Advisory Board is invited to take note of the overall status, progress and activities of the CTCN.

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## 5.2. NDE support activities

### 5.2.1. Inception training for new NDEs and capacity building

A number of countries had not nominated their NDEs yet when the CTCN rolled-out its first round of regional training workshops for NDEs. For 2015, the CTCN has planned the roll-out of one-day regional inception trainings for new NDEs in conjunction with the regional NDE forums. Also, in response to the needs expressed by NDEs during the first round of regional NDE training workshops conducted in 2014, the CTCN has initiated a Request Incubator Programme for NDEs from Least Developed Countries. The CTCN has also started its first round of webinars that aim to provide an introduction to climate technologies in different sectors.

The CTCN team will present its approach and plans for the inception of new NDEs, and provide an update on the status and next steps of CTCN's capacity building activities.

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

### 5.2.2. CTCN Regional Fora for NDEs

In 2014, the CTCN team conducted seven Regional Training Workshops for National Designated Entities covering all Non-Annex 1 countries. In view of the needs and interest expressed by the NDEs, the CTCN decided to hold regional NDE meetings on an annual basis with a view to develop and strengthen the regional networks of NDEs, and their relationship with key financial institutions, regional Consortium Partners, current and potential Climate Technology Network members.

The CTCN team will present the status, content and roll-out plan of the regional NDE forum for 2015.

**Action: The Advisory Board is invited to take note of the CTCN's approach and planning for regional NDE forums to be conducted in 2015.**

## 5.3. Technical assistance services

### 5.3.1. Technical assistance process and procedures

According to the terms of reference of the CTCN (Annex VII, 2/CP.17), the Advisory Board must 'monitor, assess and evaluate the timeliness and appropriateness of the responses of the Climate Technology Centre and Network to requests'. At its fourth meeting, the Advisory Board requested the CTCN to provide more details on the request-response process notably to specify timelines for the various steps of the process, indicate steps beyond CTCN assistance (e.g. to support access to finance) and document the request implementer selection process.

The CTCN team will provide an update on the technical assistance requests received to date and present the request-response process and procedures.

**Action: The Advisory Board is invited to take note of the CTCN’s request-response process and procedures, and progress made in responding to country requests.**

5.3.2. Request criteria

At COP 20, Parties invited the Advisory Board of CTCN to elaborate the prioritization criteria for country requests as needed.

The CTCN team will present its experience and approaches used for applying the request eligibility and prioritization criteria and balancing principles.

**Action: The Advisory Board is invited to take note of the CTCN’s experience and approaches used for applying the request eligibility and prioritization criteria and balancing principles, and to make decisions on the criteria as appropriate.**

AB/2015/5/4	<i>CTCN requests in a snapshot – As of 23 March 2015 (including list of requests)</i>
AB/2015/5/5	<i>Request response-process and procedures</i>
AB/2015/5/6	<i>Role of Consortium Partners in the CTCN</i>
AB/2015/5/7	<i>Prioritization Criteria for Technical Assistance – Experience and Lessons Learnt</i>

5.4. Formation of the Network

5.4.1. Network engagement

At its fourth meeting, the Advisory Board recognized the important role of the network of the CTCN and agreed that network expansion is a priority. The Advisory Board also asked for more information on how Network members will be engaged by the CTCN in supporting its three core functions.

The CTCN team will present an update on Network membership and its approaches for Network expansion and engagement.

**Action: The Advisory Board is invited to take note of the CTCN’s Network expansion and engagement plans, and progress made on the Network.**

5.4.2. Network criteria

At COP 20, Parties invited the Advisory Board to elaborate the CTCN’s Network criteria as needed. To support its Network expansion plan, the CTCN is revisiting the Network membership process notably with a view to facilitate and encourage membership of organizations from developing countries.

The CTCN team will present its experience and approaches used for applying the network criteria, and its proposed revisions to the Network membership process.

**Action:** The Advisory Board is invited to take note of CTCN's proposed revisions to the Network membership process and its experience to date with the Network criteria, and to make decisions on the criteria as appropriate.

AB/2015/5/8	<i>Climate Technology Network in a snapshot – As of 23 March 2015 (including list of Network members)</i>
AB/2015/5/9	<i>CTCN Guidance Manual for the Network</i>
AB/2015/5/10	<i>Network criteria – Experience and Lessons Learnt</i>

### 5.5. Knowledge Management System

The CTCN KMS pilot version was launched at COP20. As part of continuing KMS development, planning for a technology database is underway.

The Knowledge and Communications Manager will present progress and status to date on KMS development, including the technology database.

**Action:** The Advisory Board is invited to take note of the “Progress on the development of the Knowledge Management System”.

## **6. CTCN budget and financial situation**

### 6.1. Budget and financial statement

According to the terms of reference of the CTCN (Annex VII, 2/CP.17), the Advisory Board must endorse the budget and financial statement of the CTCN. The 2015 CTCN budget was approved at the fourth meeting of the Advisory Board.

The CTCN Team/Director will present the financial statement of the CTCN. The full set of account statements will be available at the meeting and sent to members if requested.

**Action:** The Advisory Board is invited endorse financial statement of the CTCN.

### 6.2. Funding and resource mobilization

Funding is critical for the CTCN to fulfil its mission and respond to the high expectations from Parties. The current financial situation shows the need for more and sustainable funding to the CTCN. In this context, the CTCN developed a resource mobilization strategy and is approaching potential donors and funders.

The CTCN Team/Director will present the financial situation and the CTCN's resource mobilization strategy.

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

AB/2015/5/11	<i>CTCN budget and financial situation – March 2015</i>
AB/2015/5/12	<i>CTCN resource mobilization strategy</i>

## 7. Monitoring and evaluation of the work of CTCN

The CTCN with DNV-GL is developing a Monitoring and Evaluation (M&E) system to facilitate clear, efficient and timely reporting to the COP/ Parties, TEC, AB, Donors, UNEP, UNIDO, etc. and other interested entities such as the media and civil society. At the 4<sup>th</sup> Advisory Board meeting, AB members expressed interest in getting additional detail concerning indicators and parameters that can help evaluate the transformational impacts and outcomes of CTCN activities (both a success story and a learning component perspective).

The CTCN (with DNV-GL) will provide an update the development of CTCN's monitoring and evaluation framework and present its proposed approach to evaluate the transformational impacts and outcomes of CTCN activities.

**Action: The Advisory Board is invited to take note of the progress for the establishment of the monitoring and evaluation framework of CTCN, and its proposed approach to evaluate the.**

AB/2015/5/13	<i>Evaluating transformational impacts and outcomes of CTCN activities</i>
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## 8. Strategic issues

### 8.1. Links with other mechanisms under the convention

The CTCN is mandated (para 19(ii) of decision 1/CP.20) to work, in conjunction with the UNFCCC secretariat, with the intention of further enhancing collaboration and synergies among the bodies under the UNFCCC providing means of implementation to developing countries (these are TEC, CTCN, DPCB, EB of the CDM, GEF and GCF).

The CTCN Team/Director will provide an overview on the CTCN's plans and activities to link with other mechanisms under the convention.

**Action: The Advisory Board is invited to take note of the CTCN's efforts to build strong and sustainable links with other mechanisms under the convention.**

### 8.2. CTCN role and links with GCF

In view of the importance of finance for deploying and disseminating technologies, it is critical for the CTCN to support requesting countries in accessing potential funding sources (i.e. for responses to country requests to facilitate fund mobilization for follow-up actions) notably from the GCF, the main financial mechanism under the convention.

The CTCN Team/Director will present its preliminary views and activities for establishing links between GCF and CTCN.

**Action: The Advisory Board is invited to take note of the CTCN's suggested**

AB/2015/5/14	<i>Note on links between CTCN and GCF</i>
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### 8.3. GEF support to the CTCN and collaboration with Development Banks

At COP 20, Parties decided that both GEF and CTCN will from now on report to the COP independently on their collaboration. 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. Discussions have culminated in approval of a Project Information Form (PIF) by the GEF CTCN project in the amount of USD 1.8 million (from GEF-5 funds). In the margins of the fourth Advisory Board meeting, GEF and CTCN also organized a roundtable discussion with the regional development banks implementing the GEF's regional climate finance center projects with a view to strengthen collaboration between organizations and initiatives working to accelerate the transfer, development and deployment of climate technology in developing countries – *notably with a view to better link technology and finance.*

The CTCN Director will provide an update on progress on the GEF proposal and report on the latest discussion with the GEF.

**Action: The Advisory Board is invited to note progress made on collaboration with GEF and its regional climate finance center projects.**

AB/2015/5/15	<i>Note on GEF-funded Medium-sized Project for CTCN</i>
AB/2015/5/16	<i>CTCN communication to GEF, RDBs and WB: proposals for collaboration in 2015</i>

### 8.4. CTCN's TNA Implementation Support Programme

The number of sound project proposals emanating from TNAs is very small compared to the number of project ideas reported by Parties in their TNAs. And despite having complemented the TNA with a TAP, developing countries that carried out their TNAs under TNA Phase I still face a big challenge in moving from the TAP to the actual implementation of their prioritized technology action plans. This implementation challenge has been raised many times by the Parties notably through the COP, the TNA synthesis reports developed by UNFCCC and related recommendations/briefs from the TEC. An important task of the CTCN is to provide support to developing countries in conducting TNAs and enhancing the implementation of TNA outputs in the form of technology projects, programmes or strategies.

The CTCN team will present how it intends to support TNA countries through its TNA Implementation Support Programme.

**Action: The Advisory Board is invited to take note of the TNA Implementation Support Programme**

AB/2015/5/17	<i>TNA Implementation Support Programme</i>
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## **9. Outreach and communications**

### 9.1. Stakeholder engagement

The CTCN is developing stakeholder engagement strategy papers for RINGO, ENGO and BINGO.

The CTCN team will present an update on communications and outreach, as well as its approach for stakeholder engagement.

**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, and the CTCN’s stakeholder engagement plan.**

AB/2015/5/18	<i>Stakeholder engagement plan</i>
AB/2015/5/19	<i>List of CTCN events/workshops for 2015</i>

## 9.2. Guidelines for the use of the CTCN brand

The CTCN has developed specific guidelines for the use of the CTCN brand in communications materials and events to protect itself from potential misuse of the CTCN brand.

The Knowledge and Communications Manager will present proposed guidelines for the use of the CTCN brand.

**Action: The Advisory Board is invited to take note of the guidelines for the use of the CTCN brand.**

AB/2015/5/20	<i>Guidelines for the use of the CTCN brand</i>
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## **10. Other matters**

### 10.1. Election of new Vice-chair of the Advisory Board

The Advisory Board shall elect annually a Chair and a Vice-Chair from among the members referred to in paragraph 3(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The term shall start at the end of first meeting of the calendar year until the end of first meeting of the following calendar year. The positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party. After the Chair completes her or his term, the Vice-Chair shall be elected as the Chair, and another member shall be elected as Vice-Chair.

The fifth Advisory Boarding will be the last one chaired by Mr. Fred Onduri (Uganda), and the Vice-chair Mr. Matthew Kenedy (Ireland) current Vice-chair of the Advisory Board will become the Chair for the two next AB meetings.

**Action: The Advisory Board is invited to nominate a new Vice-chair for the two next AB meetings.**

### 10.2. Date and venue of the next meeting

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

### 10.3. 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.

<b>Day 1 (14 April)</b>	
13.30 – 14.00	Registration
14.00 – 14.10	Agenda item 1 – Opening of the meeting
14.10 – 14.40	Agenda item 2 – Organizational matters 2.1 Introduction of new AB members 2.2 Adoption of the agenda 2.3 Minutes of previous AB meeting 2.4 Organization of the work of the meeting
14.40 – 15.10	Agenda item 3 – Briefing on CTCN activities at COP 20 and ADP 2.8
15.10 – 15.30	Agenda item 4 – Feedback from the 10 <sup>th</sup> TEC meeting, Bonn 9-12 March.
15.30 – 16.00	Agenda item 5 – Update on CTCN activities 5.1 General update
16.00 – 16.30	<i>Coffee break</i>
16.30 – 17.30	Agenda item 5 – Update on CTCN activities (continued) 5.2 NDE support activities 5.2.1. Inception training for new NDEs and capacity building 5.2.2. Regional NDE Networking meetings
<i>Reception</i>	
<b>Day 2 (15 April)</b>	
9.00 – 10.30	Agenda item 5 – Update on CTCN activities (continued) 5.3 Technical assistance services 5.3.1. Technical assistance process and procedures 5.3.2. Request criteria
10.30 – 11.00	<i>Coffee break</i>
11.00 – 12.00	Agenda item 5 – Update on CTCN activities (continued) 5.4 Formation of the Network 5.4.1. Network engagement 5.4.2. Network criteria
12.00 – 13.30	<i>Lunch</i>
13.30 – 14.30	Agenda item 5 – Update on CTCN activities (continued) 5.5. Knowledge Management System
14.30 – 15.30	Agenda item 6 – CTCN budget and financial situation

	<p>6.1. Budget and financial statement 6.2. Funding and resource mobilization</p>
15.30 – 16.30	Agenda item 7 – Monitoring and evaluation of the work of CTCN
<i>16.30 – 17.00</i>	<i>Coffee break</i>
17.00 – 18.00	<p>Agenda item 8 - Strategic issues 8.1. Links with other mechanisms under the convention 8.2. CTCN and links with GCF</p>
<b>Day 3 (16 April)</b>	
09.00 – 10.30	<p>Agenda item 8 - Strategic issues 8.3. GEF support to the CTCN and collaboration with Development Banks 8.4. CTCN's TNA Implementation Support Programme</p>
<i>10.30 – 11.00</i>	<i>Coffee break</i>
11.00 – 12.30	<p>Agenda item 9 – Outreach and communications 9.1. Stakeholder engagement 9.2. Guidelines for the use of the CTCN brand</p>
12.30 – 12.50	<p>Agenda item 10 – Other matters 10.1. Election of new Vice-chair 10.2. Date and venue of the next meeting 10.3. Other matters</p>
12.50 – 13.00	Agenda item 13 – Closure of the meeting