

**Minutes of the Fourth meeting of the Advisory Board**

UN City, Marmorvej 51  
2100 Copenhagen Ø, Denmark  
8-10 October 2014,

**1. Opening of the meeting**

1. The Vice-Chair of the Advisory Board, Mr. Matthew Kennedy, opened the fourth meeting of the Advisory Board of the Climate Technology Centre and Network at 15.00 on 8 October, 2014, in the UN City, Copenhagen, Denmark.
2. The table below lists the TEC members who attended TEC 9. Regrets were received from Advisory Board members Mr. Piotr Paschalis Jakubowicz, Ms. Rose Mukankomeje, Ms. Sara Aagesen Muñoz, Mr. Elpidio (Ping) Peria and Mr. Spencer Linus Thomas. Observers present at the meeting are listed in annex I of this document.

AB members attending the 4 <sup>th</sup> Advisory Board Meeting	
Fred Onduri (Chair)	Collin Guiste
Matthew Kenedy (Vice-Chair)	Pedro Borges
Niclas Hällström	El Hadji Mbaye Diagne
Ahmed Abdel Latif	Majid Al Suwaidi
Tanya Morrison	Gabriel Blanco
David Henry	Kunihiko Shimada
Kazuhiko Hombu	Clifford Mahlun
Michael Rantil	Zaheer Fakir
Jürg Grütter	Diann Black Layne
Griffin Thompson	Jukka Uosukainen

3. Mr. Matthew Kennedy introduced new Advisory Board members Mr. Niclas Hällström, Mr. Ahmed Abdel Latif, and Ms. Tanya Morrison who represented the Environmental Non-Governmental Organizations (ENGOS), Research and Independent Non-Governmental Organizations (RINGOs), and Business and Industry Non-Governmental Organizations (BINGOs), respectively.

**2. Organizational matters**

2.1 Adoption of the agenda

4. The Advisory Board adopted the provisional agenda as contained in document AB/2014/4/1.

2.2 Minutes of third meeting and discussion of matters arising

5. The Advisory Board adopted the minutes of the third Advisory Board meeting as contained in document AB/2014/4/2.

### 2.3 Organization of the work of the meeting

6. The meeting was open to observers, both Parties and accredited observer organizations, and webcasted on the CTCN interim website.
7. Mr. Matthew Kennedy introduced Mr. Carlos Rossi, representative of the Peruvian COP Presidency, who would present a statement during the meeting.
8. The Advisory Board took note of the proposed organization of the work and anticipated outcomes of the meeting.

### **3. Briefing on CTCN activities at the June Bonn session**

9. Mr Jukka Uosukainen, CTCN Director, provided an update on the main outcomes of the June Bonn sessions (SBI 40, SBSTA 40, ADP) as they relate to the work of the CTCN. He reported that:
  - SBI and SBSTA encouraged the CTCN to work on the joint report with the TEC.
  - The SBI conclusion on the Poznan Strategic Program included components for the GEF to provide support to the CTCN.
  - SBSTA concluded that the results of the TNAs provide a good basis for adaptation and mitigation actions and the TNA outcomes should be taken into account when countries submit their requests.
10. Mr. Zitouni Ould-Dada, Head of Technology Unit in UNEP Energy Branch, participated in three technical expert sessions during the June Bonn sessions and conveyed the main messages that the CTCN is open for business and Parties need to nominate an NDE to benefit from CTCN services.
11. A CTCN/TEC joint side event was held wherein Colombia, one of the CTCN's first requestors for technical assistance, made a presentation.
12. The Advisory Board took note of the outcomes from the June Bonn session as they relate to the work of the CTCN.

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

13. Mr. Gabriel Blanco, Chair of the Technology Executive Committee (TEC) presented the results of the 9<sup>th</sup> TEC meeting highlighting the utility of reviewing TNAs and TAPs and TEC recommendations on linkages between the Technology Mechanism and the Financial Mechanism.
14. Mr. Kunihiro Shimada, Vice-Chair of the TEC mentioned that the 290 projects on the TT:Clear technology portal could be a good basis for requests for technical assistance that the CTCN may support. He added that the CTCN KMS is one area where TEC and CTCN could collaborate easily.
15. The Advisory Board took note of the outcomes of the 9<sup>th</sup> TEC meeting.

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

16. Mr. Jukka Uosukainen provided a general overview of the progress and status of the CTCN.

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

17. Mr. Manfredi Caltagirone, Programme Officer, UNEP Energy Branch, gave a presentation on the CTCN regional NDE training activities.

18. The Advisory Board took 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

19. Mr. Manfredi Caltagirone, Programme Officer, UNEP Energy Branch, gave a presentation on the request incubator programme.

20. The Advisory Board took note of the proposed request incubator programme for LDCs and provided the following comments:

- The request incubator programme is in line with COP decisions as it takes into consideration the specific needs and special situations of LDCs.
- It is important that the request incubator programme assists countries with formulating and developing good quality requests based on national priorities.
- Concern was expressed regarding the adequacy of the budget for the programme. The budget should be re-visited, possibly after one year.

#### 5.1.c. Secondment Programme

21. Mr. Patrick Nussbaumer, Industrial Development Officer, UNIDO, gave a presentation on the secondment programme.

22. The Advisory Board took note of the secondment programme.

#### 5.2 Requests for CTCN support received from developing countries' NDEs

23. Mr. Jason Spensley, Climate Technology Manager, CTCN made a presentation on the current status of requests and the request management process.

24. The Advisory Board provided the following comments on the status of requests and the request management process:

- The Advisory Board sought greater detail on the requests. Main concerns were to ensure CTCN services provided are not duplicated elsewhere, are harmonized with the work of other programmes such as TNAs and projects on TT:Clear, and are promoted to encourage multi-country requests.
- There was broad support for the CTCN offering to receive requests for technical assistance in all UN languages.
- The request process was well illustrated but could be enhanced by including estimated timelines for the various steps of the process. Inclusion of steps beyond CTCN technical assistance such as financing may be useful for NDEs.
- The Advisory Board suggested that the request implementer selection process should also be documented.

25. The Advisory Board took note of the “list and status of country requests”.

#### 5.3 Formation of the Network

26. Ms. Yuko Nagata, Industrial Development Officer, UNIDO, gave a presentation on the current status of the network of the CTCN and the ongoing efforts for network expansion.
27. The Advisory Board took note of the update on “List of members and current status of the CTN” and provided the following comments:
  - The Advisory Board recognized the important role of the network of the CTCN and agreed that network expansion is a priority.
  - Organizations are generally interested in being part of the network but there is a lack of understanding on the role of network members. It was suggested that the CTCN develop a network manual that provides guidance on how network members will be engaged with the CTCN.
  - Although balance (technical, regional, institutional) is important to network membership, the priority should be to ensure that the network has sufficient capacity to respond to requests as well as capacity to support other CTCN services such as capacity building and collaboration.
  - To encourage network membership, the two year membership renewal cycle for network members may need to be revisited.

#### 5.4 Knowledge Management System

28. Ms. Karina Larsen, Knowledge & Communications Manager, CTCN, and Eelco Kruizinga, DNV-GL, made a presentation on the CTCN Knowledge Management System (KMS) including its intranet (for CTCN), extranet (for key stakeholders such as NDEs), and internet (for the public) functions.
29. The Advisory Board took note of the progress on the development of the Knowledge Management System, and recognized the KMS as being one of the most important components of the CTCN in not only providing services and resources to its primary audience of NDEs but also as a key space for engaging the network.
30. The Advisory Board encouraged the CTCN to differentiate its KMS from other platforms by including interactive features and providing a space to facilitate post-CTCN activities such as fundraising and matchmaking.
31. Advisory Board members Mr. David Henry and Mr. Majid Al Suwaidi expressed interest in being more closely involved in the development of the KMS.

#### **6. Annual Operating Plan of the CTCN for 2015**

32. Mr. Matthew Kennedy introduced the agenda item on the CTCN Annual Operating Plan and Mr. Jukka Uosukainen presented the Annual Operating Plan for 2015 to the Advisory Board.
33. The Advisory Board provided several constructive comments for inclusion into the Annual Operating Plan including the following key points:
  - The format of the roadmap could be improved and its content should be reviewed for correctness.
  - Strengthening of the network of the CTCN should be done in an inclusive yet balanced manner.
  - Stakeholder engagement should not be limited to the private sector and should include universities, research institutions and civil society. Interest was expressed in developing a document outlining public private partnerships and twinning arrangements that could be shared with the Advisory Board at its next meeting.

- Outcomes should also be part of the Annual Operating Plan and should be reflected in a future version.
  - The CTCN should develop transparent and practical procedures for the provision of technical assistance services that are periodically refined.
34. The Advisory Board approved the Annual Operating Plan subject to incorporation of the changes as discussed. The CTCN will send the revised version of the Annual Operating Plan to Advisory Board members as a follow-up to this meeting.

## **7. CTCN Budget and Financial Situation**

35. Mr. Matthew Kennedy introduced the session and Mr. Jukka Uosukainen gave a presentation on the CTCN budget and financial situation noting that CTCN operationalization was well funded but additional funding was being sought starting in 2015 to support the anticipated increase of technical assistance requests.
36. The Advisory Board provided the following comments:
- The titles of the budget lines should allow for ease to match with the content of the Annual Operating Plan.
  - The budget for the CTCN Knowledge Management System (KMS) appeared disproportionately high but was in line with the KMS budget presented to the Advisory Board at its previous meeting. A detailed KMS budget breakdown provided to the Advisory Board was helpful to understand that the KMS was not simply a website but included operational and service related components. Such level of details should be presented at future Advisory Board meetings.
  - A 5 year budget would be useful to put the annual budget into perspective.
  - Additional information on outcomes would be helpful for donors.
  - Concern was expressed that the Request Incubator programme may be delayed given that only 50% of its budget was allotted for 2015.
37. The Advisory Board approved the budget, requesting that future CTCN budgets address the comments provided by the Advisory Board and the CTCN provides a 5 year budget in advance of the next Advisory Board meeting.

## **8. Feedback from meetings with i) CTCN donors, ii) NDEs of Annex I countries, and iii) GEF and Regional Development Banks**

### 8.1 Meeting with the GEF, World Bank and Regional Development Banks (7 October 2014)

38. Mr. Jukka Uosukainen explained that there was a directive from the COP regarding CTCN funding. The meeting allowed the GEF, World Bank, and regional development banks to be involved in the CTCN and brainstorm ideas to coordinate efforts in countries and avoid duplication. He highlighted that there is a strong interest for increasing collaboration and noted that cooperation has already started with the Asian Development Bank and the CTCN is engaging with the Inter-American Development Bank and the African Development Bank. The \$ 2 million in GEF support to the CTCN was already announced previously.
39. The Advisory Board took note of the outcome of the meeting between the CTCN, the GEF, the regional development banks and the World Bank.

### 8.2 Meeting with NDEs from Annex I countries (8 October 2014) and Meeting with CTCN Donors (8 October 2014)

40. Mr. Jukka Uosukainen reported that the role of Annex I NDEs were discussed. Annex I NDEs were interested in learning how they may help the CTCN including coordinating organizations in their own country and will be invited to regional CTCN meetings. This Annex I NDE meeting was in addition to guidance on Annex I NDE roles that was distributed earlier in the year.
41. At the meeting with CTCN donors, a funding update and the overall financial situation of the CTCN was provided to current and prospective donors. The issue of funding predictability and sustainability was also discussed. Donors reiterated their interest in the CTCN and suggested that success stories showing concrete outcomes would help generate donor interest.
42. The Advisory Board took note of the outcomes of the meeting with NDEs from Annex I countries and the meeting with CTCN donors.

## **9. Monitoring and Evaluation of the work of the CTCN**

43. Mr. Edwin Aalders, DNV-GL, gave a presentation on CTCN plans for monitoring and evaluation (M & E).
44. The Advisory Board took note of the CTCN's plans for M&E and was pleased with the level of importance given the M & E of the CTCN.
45. The Advisory Board suggested that additional detail be included such as indicators and parameters that can help evaluate the transformational impacts and outcomes. Emphasis was placed on the outcomes from both a success story and a learning component perspective.

## **10 Strategic issues and mandated deliverables for SB41 and COP20**

### 10.1 GEF support to the CTCN

46. Mr. Jukka Uosukainen provided an update on CTCN interactions with the GEF starting with a letter to the GEF CEO asking for their support both through GEF-5 and GEF-6. As the Director of the CTCN, Mr. Uosukainen has been in continuous discussion with the GEF and participated in the last GEF council meeting held in Cancun.
47. Mr. Patrick Nussbaumer provided an update on the \$ 2 million GEF proposal highlighting that to meet the procedures of the GEF, 5 – 6 country requests must be identified to match GEF criteria. The CTCN team is actively engaging with countries to identify such requests.
48. Mr. Robert Dixon, Global Environment Facility, indicated that the GEF acknowledges and enthusiastically supports the CTCN and asked all Advisory Board members to stay engaged to ensure that there are funds in GEF-6 for the CTCN. He also offered suggestions for the CTCN to pursue GEF funding as follows:
  - Continue to engage with the 4 Regional Development Bank projects that were supported by the GEF.
  - Pursue funds from 3 GEF trust funds aimed at technology transfer.
  - Look for countries that are interested in technology transfer since most GEF resources are in STAR allocations.
  - Sustainable cities will be a priority in GEF-6 and the GEF would welcome ideas for collaboration in this area.
  - The GEF is also actively involved in SE4ALL, carbon pricing, and the private sector that could be relevant for the CTCN.
49. The Advisory Board took note of the progress of discussions between the CTCN and the GEF.

## 10.2 Joint Annual Report of the TEC and the CTCN for 2014

50. Mr. Fred Onduri introduced the topic and Mr. Jukka Uosukainen introduced the joint annual report. Mr. Gabriel Blanco, TEC Chair, gave a TEC perspective on the joint chapeau to the report.
51. The Advisory Board discussed the joint chapeau to the report and no specific changes to the joint chapeau were suggested. The Advisory Board also discussed the CTCN part of the report and provided some comments.
52. The Advisory Board entrusted the Chair and Vice-Chair to finalize the joint annual report with the TEC Chair and Vice-Chair.

## **11 Outreach and communications**

### 11.1 CTCN side events at COP20

53. Ms. Karina Larsen presented an update on communications and outreach as well as plans for COP20 to the Advisory Board.
54. The Advisory Board took note of the progress on the development of communications tools and activities in the promotion of CTCN's services, as well as plans for COP20. Advisory Board members requested the CTCN to share the communications presentations and a list of CTCN events at COP20 so that members may attend, schedules permitting.

### 11.2 Engagement with the business community

55. Mr. Niclas Hällström expressed concern that the private sector engagement mechanism should be developed with clear rules and procedures in relation to transparency and potential conflict of interest. The mechanism should serve to enhance private sector engagement and contributions to the work of the CTCN but should not be a direct marketing mechanism for individual companies or for direct promotion of specific products and technology choices. CTCN engagement with individual private sector actors should be transparent.
56. The Advisory Board acknowledged the comments made by Mr. Niclas Hällström and agreed to move this agenda item to the next meeting in the interest of time.

## **12 Other matters**

57. Mr. Carlos Rossi, representative of the Peruvian COP Presidency, gave a statement regarding COP20.
58. The Advisory Board took note of the statement of the representative of the Peruvian COP Presidency.

### 12.1 Rotation of Government members

59. Mr. Jukka Uosukainen outlined the need for receiving names of new government representatives for the Advisory Board and urged Parties to do so by COP20. The timing is essential for the functioning of the next Advisory Board meeting.
60. The Advisory Board took note of the required election of new Government representative members at COP 20 and COP 21.

### 12.2 Date and venue of the next meeting

61. Mr. Jukka Uosukainen suggested that the next Advisory Board meeting be in Copenhagen, one week before the TEC meeting in Bonn. The next meeting should be held in March 2015 but should not be later than April 2015.
62. The Advisory Board concluded that no date for the next meeting can be confirmed yet noting that some new members will be on board for the next meeting. The Advisory Board requested the CTCN to come back to the Advisory Board with a suggested meeting date as soon as possible.

### 12.3 Other matters

63. Observers were offered the floor. Ms. Jiao Tang from ISWA gave an intervention and acknowledged being a member of the CTCN network. She stated that it is important to understand other complementary activities happening on the ground and suggested that a stakeholder analysis be included in the CTCN evaluation procedure. Furthermore, information on communications for network members was suggested.

### **13 Closure of the meeting**

64. The fourth Advisory Board meeting was closed by Mr. Fred Onduri.

## Annex 1: List of Advisory Board Observers

### United Nations Organizations

World Intellectual Property Organization (WIPO)	Anja Von Der Ropp	Legal Officer, Global Challenges Division
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### Intergovernmental Organizations

Center for International Forestry Research (CIFOR)	Levania Santoso	Facilitator, Forest and Environment
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### BINGOs

Carbon Trust	Jon Lane	Senior Manager
Climate Technology Initiative Private Financing Advisory Network (CTI PFAN)	Peter Storey	Global Coordinator
Det Norske Veritas (DNV)	Edwin Aalders	Principal Consultant
Det Norske Veritas (DNV)	Agnes Dudek	Principal Engineer
Det Norske Veritas (DNV)	Matthew Jones	Senior Consultant
Det Norske Veritas (DNV)	Eelco Kruizinga	Principal Consultant
EDF	Jean-Yves Caneill	Head of Climate Policy
European Hydrogen Association	Marieke Reijalt	Executive Director
Global CCS Institute	John Scowcroft	Executive Adviser for Europe, the Middle East and Africa (EMEA)
International Solid Waste Association (ISWA)	Jiao Tang	Technical Project Manager
Novozymes	Justin Perrettson	Senior Adviser, Public Affairs
SHELL	Sophie Joosten	Climate Change Analyst
Global CCS Institute	John Scowcroft	Executive Adviser for Europe, the Middle East and Africa (EMEA)

### ENGOS

African Development Assistance Consult	Flory Tshimbalanga-Kabambi	Principal Coordinator
Climate and Development	Ari Huhtala	Deputy CEO, Policy and Programmes

Knowledge Network (CDKN)		
Climate and Development Knowledge Network (CDKN)	Caroline Spencer	Partnerships and Network Programme Manager
Renewable Energy and Energy Efficiency Partnership (REEEP)	Martin Hiller	Director
<b>RINGOs</b>		
Oxford University	Laurent A. Lambert	DPhil Researcher School of Geography & the Environment
<b>PARTIES</b>		
Ecuador	Freddy Fuertes	Planning Director, National Institute of Energy Efficiency and Renewable Energy
European Commission	Karsten Krause	Policy Officer
Germany	Antonio Pflüger	Head of Division, Federal Ministry of Economics and Energy
Italy	Marco Stefanoni	Researcher, ENEA
Italy	Maria Velardi	Researcher, ENEA
Japan	Kenichi Wada	Senior Researcher, Research Institute of Innovative Technology for the Earth (RITE)
Japan	Takahiro Murayama	Researcher, Global Environment Centre Foundation
Mozambique	Antonio Uaissone	Ministry of Science and Technology
Saudi Arabia	Nouf Aburas	International Policy Analyst Ministry of Petroleum and Natural Resources
South Korea	Hwa Young Lee	Researcher, Green Technology Center
Turkey	Bilgin Hilmioglu	Chief Researcher, Tubitak Marmara Research Center
<b>CTC Consortium</b>		
ENDA	Libasse Ba	Programme Coordinator
GIZ	Holger Liptow	Advisor
UNEP	Mark Radka	Head, Energy Branch
UNEP	Zitouni Ould-Dada	Head, Technology Transfer Unit
UNEP	Manfredi Caltagirone	Programme Officer
UNEP	Victor Low	Consultant
UNEP DTU PARTNERSHIP	John Christensen	Director

UNIDO	René Van Berkel	Unit Chief
UNIDO	Patrick Nussbaumer	Industrial Development Officer
UNIDO	Yuko Nagata	Industrial Development Officer