

**7th meeting of the Advisory Board to the
Climate Technology Centre and Network (CTCN)**

11-13 April 2016
Vienna International Centre, Vienna, Austria

I. Provisional agenda

1. Opening of the meeting

2. Organizational matters

- a) Adoption of the agenda
- b) Minutes of the previous meeting
- c) Organization of work
- d) Membership matters
- e) Introduction of the requirements for Chair and Vice-Chair election

3. Outcomes of relevant meetings and events

- a) Paris meeting (COP21), December 2015, and linkages between the Technology Mechanism and the Financial Mechanism
- b) Adaptation Committee, March 2016
- c) Technology Facilitation Mechanism, March 2016
- d) Green Climate Fund board meeting and CTCN linkages with the GCF

4. Matters relating to the Technology Executive Committee and the Technology Mechanism

- a) Debriefing from the 12th meeting of the Technology Executive Committee
- b) Linkages between the TEC and the CTCN – TNAs, TAPs, and the TEMs process

5. Report of the CTCN Director on CTCN activities since the last meeting

- a) CTCN activities

6. CTCN operations moving forward

- a) Technical assistance requests – timeliness and appropriateness
- b) Capacity building – request incubator programme expansion
- c) Network members and stakeholder engagement
- d) Knowledge Management System and the Technology Library
- e) Gender considerations

7. Budget and Finance

- a) Budget update and financial statement of the CTCN for 2015
- b) Guidance on funding and mobilization of resources to meet the costs associated with the CTCN

8. Global collaboration on research and development and demonstration (RD&D) of climate technologies, including endogenous technologies

- a) CTCN's role in RD&D

9. Monitoring & Evaluation (M&E) and evaluation processes

- a) CTCN M&E framework
- b) CTCN evaluation by the UNFCCC secretariat and the TM evaluation

10. Other matters

- a) Preparation for SB session in May

11. Advisory Board administrative matters

- a) Election of new Chair and Vice-chair
- b) Date and venue of the next meeting

12. Closure of the meeting

Notes:

A reception hosted by the CTCN will follow the meeting on 11 April 2016. A reception hosted by the Austrian government will follow the meeting/site visit on 12 April 2016.

A site visit to an incinerator and biogas plant will take place on 12 April 2016, tentatively scheduled from 16:00 to 18:00. Limited spaces will be available for observers.

Side events will take place immediately after the meeting on 13 April 2016. One is provided by CTCN Consortium Partner, GIZ with UNIDO, on technology transfer in the refrigeration, air conditioning and foam sectors and is tentatively scheduled at 13:00 – 14:00. The other is provided by CTCN Network member, REEEP, on "Effective Knowledge Brokering" and is tentatively scheduled for at 14:00 – 15:00.

The Steering Committee of the CTCN's GEF project will take place on the afternoon of 13 April 2016 at 15:00. Advisory Board members are welcomed to join.

II. Annotations to the provisional agenda

1. Opening of the meeting

The seventh meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 13.00 on Monday, April 11th, 2016.

2. Organizational matters

2a) Adoption of the agenda

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

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

AB/2016/7/2.1	<i>Provisional agenda</i>
---------------	---------------------------

2b) Minutes of the previous meeting and discussion of matters arising

The minutes from the sixth 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 sixth meeting.

AB/2016/7/2.2	<i>Minutes from the sixth Advisory Board meeting</i>
---------------	--

2c) Organization of the work of the meeting.

The seventh meeting of the Advisory Board will be held from 11 to 13 April 2016 at the Vienna International Centre in Vienna, Austria. 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.

AB/2016/7/2.3	<i>Summary of proposed actions for Advisory Board meeting 7</i>
---------------	---

2d) Membership matters

In line with the Rules of procedure, the COP must elect half of the Government Advisory Board members every year. 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 21 in Paris.

The TEC Chair and Vice-Chair serve as Advisory Board members in their official capacity as TEC representatives. The TEC is slated to elect new Chairs at its 12th meeting on 5-8 April 2016. The UNFCCC ENGO, BINGO and RINGO observer organization constituency representatives of the Advisory Board serve a maximum term of office of one year.

The Chair of the Advisory Board will welcome and introduce the new members of the Advisory Board and remind the ENGO, BINGO and RINGO constituencies that they will need to select and submit the names of the new members to the CTCN in advance of the next CTCN Advisory Board meeting.

Action: The Advisory Board is invited to take note of the new Government representative and TEC Chair and Co-Chair members joining the Advisory Board and the required selection of new ENGO, BINGO and RINGO constituency members.

AB/2016/7/2.4	<i>List of CTCN Advisory Board members</i>
---------------	--

2e) Introduction of the requirements for Chair and Vice-Chair election

According to the Rules of procedure, the Advisory Board shall elect annually a Chair and a Vice-Chair from among its government members for a term of one year each. At the end of the 7th Advisory Board meeting, the one year terms of the new Chair and new Vice-Chair shall start.

The Chair of the Advisory Board will introduce the Chair and Vice-Chair election process.

Action: The Advisory Board is invited to take note of the requirements for Chair and Vice-Chair election with a view to electing the Chair and Vice-Chair under agenda item 11 a).

AB/2016/7/2.5	<i>CTCN Chair and Vice-Chair Election</i>
---------------	---

3. Outcomes of relevant meetings and events

3a) Paris meeting (COP21), December 2015, and linkages between the Technology Mechanism and the Financial Mechanism

3b) Adaptation Committee, March 2016

3c) Technology Facilitation Mechanism (TFM), March 2016

The twenty first session of the Conference of the Parties (COP) was held in Paris, France from 30 November to 11 December 2015. The ninth meeting of the Adaptation Committee was held in Bonn, Germany from 1-3 March 2016. The First Meeting of the 10-Member Group (10-MG) to Support the Technology Facilitation Mechanism (TFM) with the UN Inter-Agency task Team (IATT) on Science, Technology and Innovation (STI) was held in New York, USA from 3-4 March 2016.

The UNFCCC and CTCN secretariat and members of the Advisory Board will provide a brief summary of the main outcomes of the meetings as they relate to the work of the CTCN. The secretariat will focus on linkages between the TM and the FM (GCF linkage will be discussed under agenda item 3d), further work on RD&D and endogenous capacities, and input to Technical Expert Meetings (TEMs) of the Technical Examination Process. The Adaptation Committee representative will provide an update on the work of the committee and its implications on the CTCN. A 10-Member Group representative will be invited to provide an update on the Technology Facilitation Mechanism discussions and its possible implications to

the work of the CTCN. Members of the Advisory Board will be invited to provide feedback on their participation at any meetings or events that may be of relevance to the work of the CTCN.

Action: The Advisory Board is invited to take note of the key outcomes from relevant meetings and provide guidance on the CTCN's response to the outcomes.

AB/2016/7/3.1	<i>COP21 Decisions Relevant to the CTCN</i>
---------------	---

3d) Green Climate Fund board meeting, March 2016, and CTCN linkages with the GCF

The twelfth meeting of the Board of the Green Climate Fund was held in Songdo, Republic of Korea from 8-10 March 2016. The GCF secretariat will be invited to provide a brief summary of the main outcomes of the board meeting as they relate to the work of the CTCN.

At its sixth meeting, the Advisory Board requested the CTCN secretariat to prepare a white paper on an approach to engage the GCF. The CTCN will provide an update on collaboration with the GCF and present its paper on linkages between the TM and the FM.

Action: The Advisory Board is invited to take note of the key outcomes from the GCF board meeting and provide guidance on the CTCN's approach to establish linkages with the GCF.

AB/2016/7/3.2	<i>Linkages between the Technology Mechanism and the Financial Mechanism</i>
---------------	--

4. Matters relating to the Technology Executive Committee and the Technology Mechanism

4a) Debriefing from the 12th meeting of the Technology Executive Committee

4b) Linkages between the TEC and the CTCN – TNAs, TAPs, and the TEMs process

The 12th meeting of the TEC was held on 5-8 April 2016 in Bonn, Germany. At COP21, Parties requested the TEC, the CTCN and the operating entities of the Financial Mechanism to continue to consult on and further elaborate, including through an in-session workshop at the forty-fourth sessions of the subsidiary bodies (May 2016), the linkages between the TM and the FM. Parties also resolve to strengthen the existing Technical Examination Process by requesting the TEC and the CTCN to engage in Technical Expert Meetings.

The Chair or Vice Chair of the TEC will be invited to provide an overview of the main outcomes of the 12th meeting of the TEC including its discussions on the draft agenda of the in-session workshop on linkages between the TM and the FM. The CTCN Director will also provide some perspectives on the in-session workshop and the Technical Expert Meetings of the Technical Examination Process.

Action: The Advisory Board is invited to take note of the outcomes of the 12th meeting of the Technology Executive Committee and discuss and provide guidance on the CTCN's role and inputs to the in-session workshop and the TEMs.

TEC/2016/12/xx	TEC12 documents available from: http://unfccc.int/ttclear/templates/render cms_page?TEC_meetings
----------------	--

5. Report of the CTCN Director on CTCN activities since the last meeting

5a) CTCN activities

The CTCN Director will give an overall update on the CTCN's status, progress and activities. A summary of actions as a result of the sixth Advisory Board meeting was also circulated to Advisory Board members prior to the meeting. The CTCN Director will report on the progress of these actions.

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

AB/2016/7/5.1	<i>Summary of Actions as a Result of Advisory Board Meeting 6</i>
---------------	---

6. CTCN operations moving forward

6a) Technical assistance requests – timeliness and appropriateness

At its sixth meeting, the Advisory Board endorsed the process, rules and procedures to monitor, assess and evaluate the timeliness and appropriateness of responses of the CTCN to requests. The CTCN has applied the procedures and will present its experiences on technical assistance, particularly on the timeliness of the various stages of CTCN responses to requests and appropriateness with respect to request criteria and relevance of Response Plans.

Action: The Advisory Board is invited to provide guidance on the timeliness and appropriateness of CTCN responses to requests.

AB/2016/7/6.1	<i>CTCN Technical Assistance in a Snapshot</i>
---------------	--

6b) Capacity building – request incubator programme expansion

Based on the capacity building experience of its Request Incubator Programme for LDCs, the CTCN is putting forward a plan to expand the Incubator Programme to SIDS but with a modified approach that uses regional institutions. An estimated maximum budget for the plan will also be presented to the Advisory Board for consideration.

Action: The Advisory Board is invited to provide guidance regarding the plans to expand the Incubator Programme to SIDS.

AB/2016/7/6.2	<i>CTCN Capacity Building in a Snapshot</i>
---------------	---

AB/2016/7/6.3	<i>CTCN Incubator Programme for Small Island Developing States (SIDS)</i>
---------------	---

6c) Network members and stakeholder engagement

The Network of the CTCN consists of NDEs and stakeholders from a broad range of sectors. The CTCN is planning to bring together these groups, in line with the draft Stakeholder Engagement Plan, through a series of Stakeholder Engagement Forums. The CTCN will present this initiative including a report on the first pilot Forum that was held in Nairobi, Kenya from 4-7 April 2016 and co-organized by WIPO, PFAN, and DNV GL.

Action: The Advisory Board is invited to provide guidance regarding plans to hold a series of Stakeholder Engagement Forums.

AB/2016/7/6.4	<i>Climate Technology Network in a Snapshot</i>
AB/2016/7/6.5	<i>CTCN Stakeholder Engagement Forum</i>

6d) Knowledge Management System and the Technology Library

In accordance with its modalities and procedures (Decision 25/CP.19, Annex I, Part VII), the CTCN continues to further its work on information and knowledge sharing by enhancing the Knowledge Management System (KMS) and expanding the content of the Climate Technology Library. The CTCN will present an update on its plans including engagement activities with knowledge partners.

Action: The Advisory Board is invited to take note of the KMS and Technology Library activities of the CTCN.

AB/2016/7/6.6	<i>CTCN Knowledge Management System in a Snapshot</i>
---------------	---

6e) Gender considerations

Gender considerations are referenced in numerous COP decisions referring to the CTCN and its Advisory Board. Efforts have been made by the CTCN to integrate gender perspectives into its work since its launch and will present on its gender mainstreaming activities to date.

Action: The Advisory Board is invited to take note of the gender considerations being incorporated into the work of the CTCN.

AB/2016/7/6.7	<i>Note on CTCN Technology and Gender Mainstreaming</i>
AB/2016/7/6.8	<i>CTCN Communications in a Snapshot</i>

7. Budget and Finance

7a) Budget update and financial statement of the CTCN for 2015

7b) Guidance on funding and mobilization of resources to meet the costs associated with the CTCN

According to the terms of reference of the CTCN (Decision 2/CP.17, Annex VII), the Advisory Board will endorse the budget and financial statement of the CTCN. The 2016 CTCN budget was fully endorsed inter-sessionally after the sixth meeting of the Advisory Board. The CTCN Director will present the preliminary 2015 financial statement of the CTCN. The certified 2015 financial statement will be available after the Advisory Board meeting.

The CTCN continues to seek funding, in line with Decision 2/CP.17, and was able to secure funds for its operations from 2013 to 2015. However, a critical funding gap is projected for 2016 and beyond. The CTCN Director will present the financial situation of the CTCN, its resource mobilization activities, and some near term options to address the funding gap.

Action: The Advisory Board is invited to take note of the preliminary financial statement with a view to endorsing the certified financial statement when available, and to provide guidance on the funding situation of the CTCN including decisions, as needed.

AB/2016/7/7.1	<i>CTCN Budget and Financial Situation</i>
---------------	--

8. Global collaboration on research and development and demonstration (RD&D) of climate technologies, including endogenous technologies

8a) CTCN's role in RD&D

At its sixth meeting, the Advisory Board decided to form an RD&D task force composed of volunteer Advisory Board members to explore the issue of the CTCN's role in RD&D and report back to the Advisory Board. The task force held discussions and will present its preliminary findings to the Advisory Board.

Action: The Advisory Board is invited to discuss and provide guidance on CTCN's role in RD&D.

AB/2016/7/8.1	<i>COP Decisions on Technology Related to RD&D</i>
AB/2016/7/8.2	<i>RD&D Task Force – Draft Minutes of First Teleconference</i>

9. Monitoring & Evaluation (M&E) and evaluation processes

9a) CTCN M&E framework

9b) CTCN evaluation by the UNFCCC secretariat and the TM evaluation

At its sixth meeting, the Advisory Board endorsed the process, rules, and procedures to monitor and evaluate CTCN responses to technical assistance requests. However, developing country requests represent only one service provided by the CTCN. The CTCN has prepared processes and procedures to monitor, assess, and evaluate its collaboration and knowledge-sharing services and will present this M&E framework to the Advisory Board.

COP decisions stipulate that an independent review of the CTCN shall be commissioned four years after its inception and that a periodic assessment of the support provided to the Technology Mechanism be undertaken. The UNFCCC and CTCN secretariat will introduce these evaluation requirements as well as an evaluation case study of the CTCN commissioned by UNEP, host of the CTCN.

Action: The Advisory Board is invited to endorse the M&E framework and to discuss the CTCN and TM evaluation processes.

AB/2016/7/9.1	<i>Relevant COP Decisions on Monitoring and Evaluation Processes</i>
AB/2016/7/9.2	<i>Process and Procedures for Monitoring, Assessment & Evaluation of Collaboration and Knowledge based services</i>
AB/2016/7/9.3	<i>UNEP Evaluation Highlights</i>

10. Other matters

Advisory Board members and observers attending the meeting will be invited to raise any other matters. Any other matters arising during the meeting will be taken up under this item.

10a) Preparation for SB session in May

The CTCN Director will remind Advisory Board members of the upcoming Subsidiary Body sessions in May 2016 and seek input regarding the need for any specific CTCN preparations.

Action: The Advisory Board may wish to consider any other matters raised, and agree on any follow-up action, as appropriate.

11. Advisory Board administrative matters

11a) Election of new Chair and Vice-Chair

Based on the background information provided by the Chair under agenda item 2e), the Advisory Board shall elect a Chair from among its non-Annex I government members and a Vice-Chair from among its Annex I government members for a term of one year each. At the end of the 7th Advisory Board meeting, the one year terms of the new Chair and new Vice-Chair shall start.

Action: The Advisory Board is invited to elect a new Chair and Vice-Chair.

11b) Date and venue of the next meeting

In accordance with the Rules of procedure (decision 25/CP.19, Annex II, paragraph 25), the Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities. In setting the date and venue of the next meeting, the Advisory Board should take into account the next meeting of the TEC (TEC13) scheduled in the week of 5-9 September 2016 as well as the need to report to COP22 which is scheduled from 7-18 November 2016.

Action: The Advisory Board is invited to agree on the dates and venue of its next meeting.

12. Closure of the meeting

The Advisory Board will be invited to recap the main outcomes of the meeting, which will then be captured in the meeting report, and close the meeting.

Action: The Chair will be invited to close the meeting.

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

Day 1 (11 April)	
13:00 – 13:20	Welcoming address by Mr. LI Yong, Director General, UNIDO and Ms. Ligia Noronha, Director, UNEP DTIE
13:20 – 13:30	Agenda item 1 – Opening of the meeting
13:30 – 14:00	Agenda item 2 – Organizational matters a) Adoption of the agenda b) Minutes of the previous meeting c) Organization of work d) Membership matters e) Introduction of the requirements for Chair and Vice-Chair election
14:00 – 15:30	Agenda item 3 – Outcomes of relevant meetings and events a) Paris meeting (COP21), December 2015, and linkages between the Technology Mechanism and the Financial Mechanism b) Adaptation Committee, March 2016 c) Technology Facilitation Mechanism, March 2016
15:30 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Agenda item 3 – Outcomes of relevant meetings and events (continued) d) Green Climate Fund board meeting and CTCN linkages with the GCF
17:00 – 18:00	Agenda item 4 – Matters relating to the Technology Executive Committee and the Technology Mechanism a) Debriefing from the 12 th meeting of the Technology Executive Committee b) Linkages between the TEC and the CTCN – TNAs, TAPs, and the TEMs process
18:30	<i>Reception</i>
Day 2 (12 April)	
9:00 – 10:15	Agenda item 5 – Report of the CTCN Director on CTCN activities since the last meeting a) CTCN activities
10:15 – 10:45	<i>Coffee break</i>
10:45 – 12:00	Agenda item 6 – CTCN operations moving forward a) Technical assistance requests – timeliness and appropriateness b) Capacity building – request incubator programme expansion c) Network members and stakeholder engagement d) Knowledge Management System and the Technology Library e) Gender considerations
12:00 – 12:30	Agenda item 7 – Budget and finance a) Budget update and financial statement of the CTCN for 2015
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:00	Agenda item 7 – Budget and finance a) Budget update and financial statement of the CTCN for 2015 b) Guidance on funding and mobilization of resources to meet the costs associated with the CTCN
15:00 – 15:15	<i>Coffee break</i>
15:15 – 18:45	Site visit to MVA Pfaffenau incinerator/biogas plant - limited spaces available for observers - transportation provided, return dropoff at Hofburg (city centre)
19:00	Reception by Austrian Government - Hofburg, Spanish Riding School

Day 3 (13 April)

09:00 – 10:00	Agenda item 8 – Global collaboration on research and development and demonstration (RD&D) of climate technologies, including endogenous technologies a) CTCN's role in RD&D
10:00 – 10:30	<i>Coffee break</i>
10:30 – 11:30	Agenda item 9 – Monitoring & Evaluation (M&E) and evaluation processes a) CTCN M&E framework b) CTCN evaluation by the UNFCCC secretariat and the TM evaluation
11:30 – 12:20	Agenda item 10 – Other matters a) Preparation for SB session in May
12:20 – 12:50	Agenda item 11 – Advisory Board administrative matters a) Election of new Chair and Vice-chair b) Date and venue of the next meeting
12:50 – 13:00	Agenda item 12 – Closure of the meeting
CTCN events and meetings	
13:00 – 14:00	Side event by GIZ with UNIDO on technology transfer in the refrigeration, air conditioning and foam sectors
14:00 – 15:00	Side event by REEEP on Effective Knowledge Brokering
15:00 – 17:00	CTCN GEF Project Steering Committee meeting (AB members welcomed)