**8th meeting of the Advisory Board to the
Climate Technology Centre and Network (CTCN)**

23-25 August 2016
UN City, Copenhagen, Denmark

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

3. Update on relevant meetings and events
a) Bonn climate change meetings (SB 44), May 2016, and preparations for COP22
b) Technology Facilitation Mechanism STI Forum, June 2016
c) Adaptation (Forum May 2016 Rotterdam, TEM-As and AC side event May 2016 Bonn)
d) Standing Committee on Finance meeting 13, July 2016
e) Green Climate Fund Board meeting B.13, June 2016

4. AB Task Forces - reporting
a) Funding – guidance on funding and mobilization of resources
b) Financial Visibility – guidance on financial information and reporting
c) RD&D - CTCN's role in RD&D

5. Matters relating to the Convention's Technology and Finance Mechanisms
a) Linkages between TM and FM: in-session workshop at SB44 and on-going consultations
b) Matters relating to the Technology Executive Committee

6. Report of the CTCN Director on CTCN activities since the last meeting
a) CTCN activities since the last meeting – operational update
b) Guidance on achieving the CTCN goals and objectives for 2016

7. CTCN operations moving forward
a) Technical assistance – balancing supply with demand and demonstrating impacts
b) Capacity building – upcoming activities
c) Network members and stakeholder engagement – activities
d) Knowledge Management System and Technology Library – KMS & Technology Library Strategy
e) M&E – Framework for measuring and evaluating CTCN wide impact
f) Communications and outreach plans for COP 22

8. CTCN programme of work and financial matters
a) Endorsement of the 2015 financial statement
b) Introduction of the programme of work/annual operating plan for 2017
c) Endorsement of the CTCN budget for 2017

9. TEC/CTCN Joint Annual Report for COP 22
a) Report on CTCN activities and performance: CTCN contribution to joint annual report
b) Updated procedures for preparing the joint chapter of the joint annual report
c) Joint chapter of joint annual report

10. AB Task Forces – discussion and guidance
a) RD&D - CTCN's role in RD&D
b) Funding – guidance on funding and mobilization of resources
c) Financial Visibility – guidance on financial information and reporting

11. AB Decisions – review of document revisions

12. Other matters

13. Advisory Board administrative matters
a) Date and venue of the next meeting

14. Closure of the meeting

Notes:

A reception hosted by the CTCN will follow the meeting on 23 August 2016.

An information event will take place immediately after the meeting on 24 August 2016 at 16:15. The topic will be "CTCN Technical Assistance with NDEs and implementers: NDEs' and the technical assistance providers' experience and perspectives on CTCN Technical Assistance".

A site visit is tentatively scheduled to take place on 25 August 2016 from ~14:45 to 18:00.

II. Annotations to the provisional agenda

1. Opening of the meeting

The eighth meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 13.30 on Tuesday, August 23rd, 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 <u>adopt</u> the meeting agenda.**

AB/2016/8/2.1	*Provisional agenda*

2b) Minutes of the previous meeting

The minutes from the seventh 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 <u>adopt</u> the minutes from the seventh meeting.**

AB/2016/8/2.2	*Report from Seventh Meeting of the Advisory Board*

2c) Organization of work of the meeting.

The eighth meeting of the Advisory Board will be held from 23 to 25 August 2016 at 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 <u>take note</u> of the organization of the work of the meeting.**

AB/2016/8/2.3	*Summary of proposed actions for Advisory Board meeting 8*

2d) Membership matters

According to 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. The terms of some Government representatives are due to expire by the end of 2016.

As per the Rules of procedure of the Advisory Board of the Climate Technology Centre and Network (Annex II of decision 25/CP.19), three representatives, with one being selected by each of the UNFCCC ENGO, BINGO, and RINGO observer organization constituencies are to be received by the CTCN as Advisory Board members for a maximum term of one year each. In this context, these three constituencies have submitted the names of the new members to the CTCN.

The Chair of the Advisory Board will remind Government representatives that they will need to elect some new members at COP22 in Marrakesh and will welcome and introduce the new members of the Advisory Board representing the ENGO, BINGO and RINGO constituencies.

Action: **The Advisory Board is invited to <u>take note</u> of the new ENGO, BINGO and RINGO constituency members joining the Advisory Board and the required election of new Government representative members at COP22.**

AB/2016/8/2.4	*List of CTCN Advisory Board members*

3. Update on relevant meetings and events

3a) Bonn climate change meetings (SB 44), May 2016, and preparations for COP22
3b) Technology Facilitation Mechanism STI Forum, June 2016
3c) Adaptation (Forum May 2016 Rotterdam, TEM-As and AC side event May 2016 Bonn)
3d) Standing Committee on Finance meeting 13, July 2016
3e) Green Climate Fund Board meeting B.13, June 2016

The CTCN Director and invited speakers will provide a brief summary of the main outcomes of the meetings as they relate to the work of the CTCN. Members of the Advisory Board will be invited to provide feedback on their participation at these and other meetings or events that may be of relevance to the work of the CTCN.

A series of climate change meetings were held in May 2016 in Bonn, Germany, including the forty fourth sessions of the Subsidiary Body for Implementation (SBI 44) and the Subsidiary Body for Scientific and Technological Advice (SBSTA 44). This update by the UNFCCC secretariat will also focus on preparatory activities underway for COP22 but the linkages between the TM and the FM will be discussed in greater detail under agenda item 5a). The first annual Science, Technology and Innovation (STI) Forum of the Technology Facilitation Mechanism (TFM) was held in New York, USA from 6-7 June 2016. An update by UNEP on the TFM and its possible implications to the work of the CTCN will be presented. The Adaptation Committee's Adaptation Forum was held in Rotterdam, The Netherlands on 12 May 2016 and a side event was held during the Bonn climate change meetings. Implications to CTCN adaptation work will be presented by the CTCN's Climate Technology Manager on adaptation. The thirteenth meeting of the Standing Committee on Finance (SCF) was held in Bonn, Germany from 18-20 July 2016. The thirteenth meeting of the Board of the Green Climate Fund (GCF) was held in Songdo, Republic of Korea from 28-30 June 2016. A member of the SCF and a member of the GCF secretariat will provide CTCN-relevant updates on these latter two meetings.

Action: **The Advisory Board is invited to <u>take note</u> of the key outcomes from relevant meetings as they relate to the CTCN.**

![CTCN - CLIMATE TECHNOLOGY CENTRE & NETWORK]

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4. Advisory Board Task Forces - reporting

4a) Funding – guidance on funding and mobilization of resources
4b) Financial Visibility – guidance on financial information and reporting
4c) RD&D - CTCN's role in RD&D

At its sixth and seventh Advisory Board meetings, task forces were initiated to examine in greater detail issues faced by the Advisory Board. The role of the task forces is to provide information and recommendations to the Advisory Board so that appropriate guidance may be provided to the CTCN.

The facilitators of the Funding and Financial Visibility task forces and the co-leads of the RD&D task force will provide a report on the work of the task forces since the last Advisory Board meeting to guide the deliberations of the Advisory Board during the meeting. Discussions regarding the activities of the task forces are scheduled under agenda item 10.

Action: **The Advisory Board is invited to <u>take note</u> of the reports from the Funding, Financial Visibility, and RD&D task forces.**

AB/2016/8/4.1	*Funding Task Force – minutes of teleconferences*
AB/2016/8/4.2	*Financial Visibility Task Force – minutes of teleconference*
AB/2016/8/4.3	*RD&D Task Force – minutes of teleconference*

5. Matters relating to the Convention's Technology and Finance Mechanisms

a) Linkages between TM and FM: in-session workshop at SB44 and on-going consultations
b) Matters relating to the Technology Executive Committee

At COP21, Parties requested the TEC, the CTCN and the operating entities of the Financial Mechanism to continue to consult on and further elaborate the linkages between the TM and the FM, including through an in-session workshop at the forty-fourth sessions of the subsidiary bodies (May 2016). Participants of the in-session workshop will provide an update on the on-going consultations between the TM and the FM. The CTCN will also provide an update on its pilot collaboration with the GCF.

The Chairs of the TEC and its secretariat will be invited to provide a brief update on its work since the last Advisory Board meeting.

Action: **The Advisory Board is invited to <u>take note</u> of the update on the in-session workshop at SB44 and the work of the Technology Executive Committee since its 12ᵗʰ meeting, and <u>provide guidance</u> on the CTCN's approach to linking with the Financial Mechanism.**

| AB/2016/8/5.1 | *Update on a Pilot Collaboration between the GCF and the CTCN* |

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

6a) CTCN activities since the last meeting – operational update

6b) Guidance on achieving the CTCN goals and objectives for 2016

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 seventh 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 as well as progress on achieving the CTCN's 2016 goals and objectives in the context of the 2016 annual operating plan as approved by the Advisory Board last year.

Action: **The Advisory Board is invited to take note of the overall status, progress, and activities of the CTCN and provide guidance on achieving the CTCN goals and objectives for 2016.**

AB/2016/8/6.1	*Summary of Actions as a Result of Advisory Board Meeting 7*

7. CTCN operations moving forward

7a) Technical assistance – balancing supply with demand and demonstrating impacts

At its seventh meeting, the Advisory Board requested the CTCN to develop a series of case studies in order to better communicate the effectiveness and impacts of the CTCN's technical assistance work. The CTCN has developed several case studies on its technical assistance and the impacts of its services which has been shared with the Advisory Board. The CTCN will also elaborate on its technical assistance processes and procedures in terms of how decisions are made when selecting Consortium Partners and Network members to respond to requests, and on the use of balancing criteria to manage demand for CTCN services.

Action: **The Advisory Board is invited to provide guidance on how the CTCN may balance supply and demand, and demonstrate impacts of CTCN responses to requests.**

AB/2016/8/7.1	*CTCN Technical Assistance and Impacts in a Snapshot*

7b) Capacity building – upcoming activities
7c) Network members and stakeholder engagement - activities

The CTCN has been active in various capacity building activities including those related to engaging stakeholders. The CTCN will present its schedule of upcoming capacity building activities. The CTCN Network and its involvement in CTCN activities will also be presented to the Advisory Board.

Action: **The Advisory Board is invited to take note of the upcoming capacity building, stakeholder engagement, and Network activities.**

AB/2016/8/7.2	*CTCN Capacity Building in a Snapshot*
AB/2016/8/7.3	*Climate Technology Network in a Snapshot*

7d) Knowledge Management System and the Technology Library – KMS & Technology Library Strategy

At its seventh meeting, the Advisory Board requested the CTCN to prepare a report on its Knowledge Management System with the aim of bringing the technology library effort into a more sustainable focus. The CTCN prepared a "proposed KMS Forward Plan" and circulated it to Advisory Board members in advance of the 8th Advisory Board meeting. The CTCN will review this plan with the Advisory Board and seek guidance on how the CTCN should proceed with its technology library.

Action: **The Advisory Board is invited to <u>provide guidance</u> on the proposed KMS Forward Plan.**

AB/2016/8/7.4	*CTCN Knowledge Management System in a Snapshot*
AB/2016/8/7.5	*CTCN Proposed KMS Forward Plan*

7e) M&E – Framework for measuring and evaluating CTCN wide impact

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.

Action: **The Advisory Board is invited to <u>endorse</u> the M&E framework.**

AB/2016/8/7.6	*M&E Framework*

7f) Communications and outreach plans for COP22

The CTCN's outreach plans for COP22 will be shared with the Advisory Board.

Action: **The Advisory Board is invited to <u>take note</u> of the communications and outreach plans for COP22.**

AB/2016/8/7.7	*CTCN Communications in a Snapshot*
AB/2016/8/7.8	*CTCN Financials in a Snapshot*

8. CTCN programme of work and financial matters

8a) Endorsement of the 2015 financial statement

According to the terms of reference of the CTCN (Annex VII, 2/CP.17), the Advisory Board must endorse the financial statement of the CTCN.

Action: The Advisory Board is invited to <u>endorse</u> the CTCN's financial statement for 2015.

AB/2016/8/8.2	*2015 Financial Statement*

8b) Introduction of the programme of work/annual operating plan for 2017
8c) Endorsement of the CTCN budget for 2017

According to the terms of reference of the CTCN (Annex VII, 2/CP.17), the Advisory Board must endorse the Annual Operating Plan of the CTCN. The 2017 Annual Operating Plan outlines a series of activities and plans to be undertaken by the CTCN during the period between 1st January 2017 and 31st December 2017 and 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's operational experience to date.

The 2017 Annual Operating Plan, including the 2017 budget, will be presented to the Advisory Board.

Action: The Advisory Board is invited to <u>approve</u> the CTCN's annual operating plan for 2017 and <u>endorse</u> the CTCN's budget for 2017.

AB/2016/8/8.1	*Draft Annual Operating Plan*

9. TEC/CTCN Joint Annual Report for COP22

9a) Report on CTCN activities and performance: CTCN contribution to joint annual report

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 CTCN Director will present the draft CTCN input to the Joint Annual Report for discussion with Advisory Board members.

Action: The Advisory Board is invited to <u>approve</u> the CTCN's contribution to the joint annual report to the COP.

AB/2016/8/9.1	*Draft CTCN contribution to Joint Annual Report*

9b) Updated procedures for preparing the joint chapter of the joint annual report

The COP, by decision 12/CP.21, welcomed the joint annual report of the TEC and the CTCN for 2015. It also invited the TEC and the Advisory Board of the CTCN to update the procedures for preparing the joint chapter of the joint annual report of the TEC and the CTCN.

The Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board jointly developed a proposal on updated procedures for preparing the joint chapter of the joint annual report of the TEC and the CTCN. The proposal, which is largely consistent with previously agreed procedures, will be presented to the Advisory Board. It should be noted that the TEC Chairs will present the same proposal to the TEC for endorsement.

Action: The Advisory Board is invited to <u>endorse</u> the updated procedures for preparing the joint chapter of the joint annual report.

| AB/2016/8/9.2 | *Proposal by the Chairs of the TEC and AB for updated procedures* |

9c) Joint chapter of joint annual report

Consistent with the procedures currently in place for preparing the joint chapter of the joint annual report to the COP, the Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board together developed the draft joint chapter. The joint chapter will be presented to the Advisory Board.

Action: The Advisory Board is invited to <u>agree</u> on the draft joint chapter of the joint annual report.

| AB/2016/8/9.3 | *Draft Joint Chapter of Joint Annual Report* |

10. Advisory Board Task Forces – discussion and guidance

10a) RD&D - CTCN's role in RD&D

Further to the report of the RD&D task force, the Advisory Board is invited to discuss the work of the RD&D task force and provide further direction to the task force as it continues its work in a complementary manner with the TEC's RD&D task force.

Action: **The Advisory Board is invited to <u>provide guidance</u> to the task force on its work.**

10b) Funding – guidance on funding and mobilization of resources
10c) Financial Visibility – guidance on financial information and reporting

Further to the report of the Funding and Financial Visibility task forces, the Advisory Board is invited to discuss the work of these task forces and provide further direction including the need to continue the work of these task forces in their present form.

Action: **The Advisory Board is invited to <u>decide</u> on the need to continue the task forces and <u>provide guidance</u> to the task forces on their work.**

11. Advisory Board Decisions – review of document revisions

The Advisory Board may wish to re-visit documents which have undergone revisions based on guidance and feedback received from the Advisory Board during the meeting. The Advisory Board may also wish to make decisions and provide guidance, as appropriate, on any outstanding agenda item.

Action: **The Advisory Board is invited to <u>make decisions</u> on matters discussed during the meeting, as required.**

12. 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.

Action: **The Advisory Board is invited to <u>consider</u> any other matters raised, and <u>agree</u> on any follow-up action, as appropriate.**

13. Advisory Board administrative matters

<u>13a) Date and venue of the next meeting</u>

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 consider the possibility of holding a joint meeting with the TEC.

Action: **The Advisory Board is invited to <u>agree</u> on the dates and venue of its next meeting.**

14. Closure of the meeting

Prior to closing the meeting, the Chair will invite the Advisory Board to consider next steps and inform that the outcomes of the meeting will be captured in a meeting report.

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

Day 1 (23 August)	
13:00 – 13:30	Registration
13:30 – 13:35	Agenda item 1 – Opening of the meeting

13:35 – 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

14:00 – 15:00	Agenda item 3 – Update on relevant meetings and events
	  a) Bonn climate change meetings (SB 44), May 2016, and preparations for COP22
	  b) Technology Facilitation Mechanism STI Forum, June 2016
	  c) Adaptation (Forum May 2016 Rotterdam, TEM-As and AC side event May 2016 Bonn)
	  d) Standing Committee on Finance meeting 13, July 2016
	  e) Green Climate Fund Board meeting B.13, June 2016

15:00 – 15:30	Agenda item 4 – AB Task Forces - reporting
	  a) Funding – guidance on funding and mobilization of resources
	  b) Financial Visibility – guidance on financial information and reporting
	  c) RD&D - CTCN's role in RD&D

15:30 – 16:00	*Coffee break*

16:00 – 17:00	Agenda item 5 – Matters relating to the Convention's Technology and Finance Mechanisms
	  a) Linkages between TM and FM: in-session workshop at SB44 and on-going consultations
	  b) Matters relating to the Technology Executive Committee

17:00 – 18:00	Agenda item 6 – Report of the CTCN Director on CTCN activities since the last meeting
	  a) CTCN activities since the last meeting – operational update
	  b) Guidance on achieving the CTCN goals and objectives for 2016

18:30	*Reception*
Day 2 (24 August)	

9:00 – 11:15	Agenda item 7 – CTCN operations moving forward
	  a) Technical assistance – balancing supply with demand and demonstrating impacts
	  b) Capacity building – upcoming activities
	  c) Network members and stakeholder engagement – activities
	  d) Knowledge Management System and Technology Library – KMS & Technology Library Strategy
	  e) M&E – Framework for measuring and evaluating CTCN wide impact
	  f) Communications and outreach plans for COP 22

11:15 – 11:45	*Coffee break*

11:45 – 13:00	Agenda item 8 – CTCN programme of work and financial matters
	  a) Introduction of the programme of work/annual operating plan for 2017
	  b) Endorsement of the CTCN budget for 2017
	  c) Endorsement of the 2015 financial statement

13:00 – 14:00	*Lunch*
14:00 – 14:30	Agenda item 8 – CTCN programme of work and financial matters (continued) a) Endorsement of the 2015 financial statement b) Introduction of the programme of work/annual operating plan for 2017 c) Endorsement of the CTCN budget for 2017
14:30 – 16:00	Agenda item 9 - TEC/CTCN Joint Annual Report for COP 22 a) Report on CTCN activities and performance: CTCN contribution to joint annual report b) Updated procedures for preparing the joint chapter of the joint annual report c) Joint chapter of joint annual report
16:00 – 16:15	*Coffee break*
16:15 – 18:00	Information Event: CTCN Technical Assistance with NDEs and implementers: NDEs' and the technical assistance providers' experience and perspectives on CTCN Technical Assistance
Day 3 (25 August)	
9:30 – 10:00	*Coffee*
10:00 – 11:00	Agenda item 10 – AB Task Forces – discussion and guidance a) RD&D - CTCN's role in RD&D b) Funding – guidance on funding and mobilization of resources c) Financial Visibility – guidance on financial information and reporting
11:00 – 12:30	Agenda item 11 – AB Decisions - review of document revisions (any revised versions of documents will be re-visited here, if needed)
12:30 – 13:30	*Lunch*
13:30 – 14:00	Agenda item 11 – AB Decisions - review of document revisions (continued)
14:00 – 14:15	Agenda item 12 – Other matters
14:15 – 14:25	Agenda item 13 – Advisory Board administrative matters a) Date and venue of the next meeting
14:25 – 14:30	Agenda item 14 – Closure of the meeting
14:30 – 14:45	*Coffee break*
14:45 – 18:00*	Site tour on water technologies used in Copenhagen and its harbour (tbc) - Open to all observers - * Note that site tour may include a boat ride to facilitate viewing (weather permitting)