

**10th meeting of the Advisory Board to the  
Climate Technology Centre and Network (CTCN)**

29-31 August 2017  
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. Report of the CTCN Director on CTCN activities since the last meeting**

- a) CTCN activities
- b) Guidance on achieving the CTCN goals and objectives for 2017

**4. Outcomes of relevant meetings and events**

- a) Bonn climate change conference (SB 46), and preparations for COP23
- b) Green Climate Fund Board meeting B.16 (4-6 April) and B.17 (4-6 July), and preparations for B.18 (October)
- c) Adaptation Committee – collaboration with the CTCN
- d) Any other meetings?

**5. AB Task Forces - reporting**

- a) Finance Task Force
- b) Operations & Strategy Task Force

**6. Matters relating to the Convention's Technology Mechanism**

- a) Matters relating to the Technology Executive Committee
- b) RD&D activities
- c) Technology Framework submission to SBSTA 47
- d) Submission to the Paris Committee on Capacity Building
- e) Independent Review of the CTCN by the UNFCCC secretariat

**7. CTCN operations moving forward**

- a) Technical assistance requests and process
- b) Capacity building, Network and stakeholder/private sector engagement
- c) Knowledge Management System and technology content
- d) M&E – Framework for measuring and evaluating CTCN-wide impact
- e) Gender

- f) Communications and outreach plans for COP 23

**8. CTCN programme of work and financial matters**

- a) Endorsement of the 2016 financial statement
- b) Introduction of the programme of work/annual operating plan for 2018 and endorsement of the CTCN budget for 2018
- c) Mobilization of resources to meet the costs associated with the CTCN

**9. TEC/CTCN Joint Annual Report for COP 23 and CMA**

- a) Report on CTCN activities and performance: CTCN contribution to joint annual report for COP 23 and CMA
- b) Joint chapter of joint annual report

**10. Advisory Board Decisions – review of document revisions**

*[including task force discussion and guidance]*

**11. Other matters**

**12. Advisory Board administrative matters**

- a) Date and venue of the next meeting
- b) UNFCCC approach to remote participation at meetings

**13. Closure of the meeting**

Notes:

A reception hosted by the CTCN will follow the meeting on 29 August 2017.

An information session will take place at the end of the day on 29 August 2017 (part 1) and on the morning of 30 August 2017 (part 2). The topic will be “CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers”.

Site visit on afternoon of 31 August 2017 (tbc)

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## II. Annotations to the provisional agenda

### 1. Opening of the meeting

The tenth meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 13.30 on Tuesday, August 29<sup>th</sup>, 2017.

### 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/2017/10/2.1	<i>Provisional agenda</i>
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#### 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 adopt the minutes from the seventh meeting.**

AB/2017/10/2.2	<i>Report from Ninth Meeting of the Advisory Board</i>
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#### 2c) Organization of work of the meeting.

The tenth meeting of the Advisory Board will be held from 29 to 31 August 2017 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 take note of the organization of the work of the meeting.**

AB/2017/10/2.3	<i>Summary of proposed actions for Advisory Board meeting 10</i>
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#### 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 2017.

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 COP23 in Bonn 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 take note of the new ENGO, BINGO and RINGO constituency members joining the Advisory Board and the required election of new Government representative members at COP23.**

AB/2017/10/2.4   <i>List of CTCN Advisory Board members</i>
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### 3. Report of the CTCN Director on CTCN activities since the last meeting

#### 3a) CTCN activities

#### 3b) Guidance on achieving the CTCN goals and objectives for 2017

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 ninth 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 2017 goals and objectives in the context of the 2017 annual operating plan as approved by the Advisory Board.

**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 2017.**

AB/2017/10/3.1   <i>Summary of Actions as a Result of Advisory Board Meeting 9</i>
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### 4. Outcomes of relevant meetings and events

#### 4a) Bonn climate change meetings (SB 46) and preparations for COP23

#### 4b) Green Climate Fund Board meeting B.16 (4-6 April) and B.17 (4-6 July), and preparations for B.18 (October)

#### 4c) Adaptation Committee – collaboration with the CTCN

#### 4d) Any other meetings?

The CTCN Director, the Advisory Board 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 2017 in Bonn, Germany, including the forty sixth sessions of the Subsidiary Body for Implementation (SBI 46) and the Subsidiary Body

for Scientific and Technological Advice (SBSTA 46). This update by the UNFCCC secretariat will also focus on preparatory activities underway for COP23. The sixteenth and seventeenth meetings of the Board of the Green Climate Fund (GCF) were held in Songdo, Republic of Korea from 4-6 April 2017 and 4-6 July 2017, respectively. A member of the GCF secretariat will provide CTCN-relevant updates on the GCF meetings. The CTCN will also provide an update on its collaborative activities with the GCF. The Adaptation Committee has undertaken two initiatives that the CTCN has collaboratively contributed. An overview of these two initiatives will be provided by the Advisory Board member from the Adaptation Committee. The floor will also be open for outcomes of other relevant meetings to be presented to the Advisory Board.

**Action: The Advisory Board is invited to take note of the key outcomes from relevant meetings as they relate to the CTCN and provide guidance on collaboration with the GCF.**

## 5. Advisory Board Task Forces - reporting

### 5a) Finance Task Force

### 5b) Operations & Strategy Task Force

At its ninth Advisory Board meeting, the Advisory Board decided to create two overarching task forces 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 CTCN will provide reports on the work of the Finance Task Force and Operations and Strategy Task Force to guide the deliberations of the Advisory Board during the meeting. Discussions regarding the detailed activities of the task forces are scheduled under agenda item 10.

**Action: The Advisory Board is invited to take note of the reports from the Finance and Operations and Strategy Task Forces.**

AB/2017/10/5.1	<i>Finance Task Force report</i>
AB/2017/10/5.2	<i>Operations and Strategy Task Force report</i>

## 6. Matters relating to the Convention's Technology Mechanism

### 6a) Matters relating to the Technology Executive Committee

### 6b) RD&D activities

The Chair of the TEC will be invited to provide an update on its activities since the last Advisory Board meeting, including the work of its innovation and research, development and demonstration (IRD&D) task force. The CTCN will complement the TEC update on RD&D activities with a brief update on CTCN activities related to innovation and RD&D.

**Action: The Advisory Board is invited to take note of the activities of the Technology Executive Committee since the last Advisory Board meeting and provide guidance on CTCN RD&D activities.**

AB/2017/10/6.2	<i>Summary report of the First-of-a-Kind Workshop on Climate Technologies</i>
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AB/2017/10/6.3	<i>Positioning CTCN engagement on technology RD&amp;D</i>
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6c) Technology Framework submission to SBSTA 47

6d) Submission to the Paris Committee on Capacity Building

At its 46<sup>th</sup> session, SBSTA noted that the ongoing work of the TEC and the CTCN may be relevant for the elaboration of the technology framework and in facilitating enhanced actions on technology development and transfer. In this context, it invited the TEC and the CTCN to provide at SBSTA 47 (a) activities that have been or are currently being undertaken which are relevant for the implementation of the Paris Agreement; and (b) additional activities that the TEC and the CTCN, subject to available resources, could undertake to implement the Paris Agreement.

The CTCN was invited to the first meeting of the Paris Committee on Capacity-building (PCCB) and followed up with a submission in response to the PCCB's invitation to bodies established under the Convention on the following topics: (a) information on capacity-building activities for the implementation of nationally determined contributions in the context of the Paris Agreement; (b) information or suggestions of relevance to PCCB mandates related to the capacity-building work of bodies established under the Convention; and (c) information and suggestions regarding the web-based capacity-building portal.

The CTCN will present its draft Technology Framework submission to SBSTA 47 and its submission to the PCCB.

**Action: The Advisory Board is invited to provide guidance on the draft Technology Framework submission and to take note of the submission to the PCCB.**

AB/2017/10/6.1	<i>Submission to the Paris Committee on Capacity-building (PCCB) from the CTCN</i>
AB/2017/10/6.4	<i>SBSTA 46 Draft Conclusions related to the Technology Framework</i>
AB/2017/10/6.5	<i>Technology Framework – draft submission to SBSTA 47</i>

6e) Independent Review of the CTCN by the UNFCCC secretariat

The UNFCCC secretariat and its consultants will be invited to share a brief overview on the status of the independent review of the effective implementation of the CTCN (Decision 2/CP.17, Annex VII, Part VII).

**Action: The Advisory Board is invited to take note of the status of the independent review.**

## 7. CTCN operations moving forward

7a) Technical assistance requests and process

At its ninth meeting, the Advisory Board requested the CTCN to prepare a short information note on its procedures for financial decision making that focuses on the selection of implementers of Response Plans for technical assistance. The CTCN will 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, the level of

Network involvement in responding to requests and focus on the impacts being made as a result of the CTCN's technical assistance work.

**Action: The Advisory Board is invited to provide guidance on the technical assistance request process and how to better demonstrate impacts of CTCN responses to requests.**

AB/2017/10/7.1	<i>CTCN Technical Assistance in a Snapshot</i>
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7b) Capacity building, Network and stakeholder/private sector engagement

The CTCN has been active in various capacity building activities including those related to engaging stakeholders such as the private sector. The CTCN will present its schedule of upcoming capacity building activities. The CTCN Network and its involvement in CTCN activities including an in-kind contribution approach drafted with input from the Advisory Board task forces.

**Action: The Advisory Board is invited to take note of the upcoming capacity building, stakeholder engagement, and Network activities and to provide guidance on an in-kind contribution approach.**

AB/2017/10/7.2	<i>CTCN Capacity Building in a Snapshot</i>
AB/2017/10/7.3	<i>Climate Technology Network in a Snapshot</i>

7c) Knowledge Management System and technology content

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

The CTCN will provide an update on Knowledge Management System (KMS) activities including enhancement of technology content through knowledge partners.

At its sixth meeting, the Advisory Board endorsed the process, rules, and procedures to monitor and evaluate CTCN responses to technical assistance requests. However, technical assistance 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 as well as next steps.

**Action: The Advisory Board is invited to provide guidance on KMS and M&E activities and to endorse the M&E framework.**

AB/2017/10/7.4	<i>CTCN Knowledge Management System in a Snapshot</i>
AB/2017/10/7.5	<i>M&amp;E Framework</i>

7e) Gender

7f) Communications and outreach plans for COP 23

The CTCN will provide an overview of its gender activities and how gender considerations are incorporated into its operations and delivery of services. The CTCN's communications and outreach plans for COP 23 will also be shared with the Advisory Board.

**Action: The Advisory Board is invited to take note of CTCN gender mainstreaming activities and the communications and outreach plans for COP 23.**

AB/2017/10/7.6	<i>CTCN Gender in a Snapshot</i>
AB/2017/10/7.7	<i>CTCN Communications in a Snapshot</i>

## 8. CTCN programme of work and financial matters

### 8a) Endorsement of the 2016 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. A preliminary 2016 financial statement and supporting financial information was presented to the Advisory Board at its 9<sup>th</sup> meeting. The CTCN will present a final 2016 financial statement and supporting financial information for endorsement by the Advisory Board.

**Action: The Advisory Board is invited to endorse the CTCN's financial statement for 2016.**

AB/2017/10/8.1	<i>CTCN Financials in a Snapshot</i>
AB/2017/10/8.2	<i>2016 Financial Statement</i>

### 8b) Introduction of the programme of work/annual operating plan for 2018 and endorsement of the CTCN budget for 2018

### 8c) Mobilization of resources to meet the costs associated with the CTCN

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 2018 Annual Operating Plan outlines a series of activities and plans to be undertaken by the CTCN during the period between 1<sup>st</sup> January 2018 and 31<sup>st</sup> December 2018 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 2018 Annual Operating Plan, including the 2018 budget, will be presented to the Advisory Board.

**Action: The Advisory Board is invited to approve the CTCN's annual operating plan for 2018 and endorse the CTCN's budget for 2018. The Advisory Board is also invited to provide guidance on mobilization of resources.**

AB/2017/10/8.3	<i>Draft Annual Operating Plan for 2018</i>
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## 9. TEC/CTCN Joint Annual Report for COP 23 and CMA

### 9a) Report on CTCN activities and performance: CTCN contribution to joint annual report for COP 23 and CMA

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 COP, by its decision 1/CP.21, paragraph 68, decided that the TEC and the CTCN shall report to the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) on their activities to support the implementation of the Paris Agreement. For this year, the joint annual report to the COP will also serve as the report to the CMA.

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 approve the CTCN's contribution to the joint annual report to the COP.**

AB/2017/10/9.1	<i>Draft CTCN contribution to Joint Annual Report and CMA</i>
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#### 9b) 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 agree on the draft joint chapter of the joint annual report.**

AB/2017/10/9.2	<i>Draft Joint Chapter of Joint Annual Report</i>
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### **10. 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 including discussions and guidance for Advisory Board Task Forces.

**Action: The Advisory Board may wish to re-visit any matters raised during the meeting, and decide on any actions, as appropriate.**

### **11. 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 consider any other matters raised, and agree on any follow-up action, as appropriate.**

### **12. Advisory Board administrative matters**

12a) 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 consider the possibility of holding a joint meeting with the TEC.

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

12b) UNFCCC approach to remote participation at meetings

The CTCN seeks to enhance the efficiency and reduce the environmental footprint of Advisory Board meetings by authorizing virtual meetings and allowing remote participation of Advisory Board members. The CTCN will present findings about the UNCCC's approach to remote participation at meetings and present a proposal for virtual participation for consideration by the Advisory Board.

**Action:** The Advisory Board is invited to endorse the proposal for virtual participation at Advisory Board meetings.

AB/2017/10/12.1	<i>Proposal for virtual participation at Advisory Board meetings</i>
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**13. Closure of the meeting**

The Chair will inform the Advisory Board that the outcomes of the meeting will be captured in a meeting report and subsequently close the meeting.

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

### III. Tentative timetable for the tenth meeting of the CTCN Advisory Board.

<b>Day 1 (29 August)</b>	
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 – Report of the CTCN Director on CTCN activities since the last meeting a) CTCN activities b) Guidance on achieving the CTCN goals and objectives for 2017
15:00 – 15:30	Agenda item 4 – Outcomes of relevant meetings and events a) Bonn climate change conference (SB 46), and preparations for COP23 b) Green Climate Fund Board meeting B.16 (4-6 April) and B.17 (4-6 July), and preparations for B.18 (October) c) Adaptation Committee – collaboration with the CTCN d) Any other meetings?
15:30 – 16:00	<i>Coffee break</i>
16:00 – 16:30	Agenda item 5 – AB Task Forces - reporting a) Finance Task Force b) Operations & Strategy Task Force
16:30 – 17:30	Agenda item 6 – Matters relating to the Convention's Technology Mechanism a) Matters relating to the Technology Executive Committee b) RD&D activities c) Technology Framework submission to SBSTA 47 d) Submission to the Paris Committee on Capacity Building e) Independent Review of the CTCN by the UNFCCC secretariat
17:30 – 18:30	Information Session – CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers (part 1)
18:30	<i>Reception</i>
<b>Day 2 (30 August)</b>	
9:00 – 10:00	Information Session – CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers (part 2)
10:00 – 10:30	<i>Coffee break</i>
10:30 – 11:30	Agenda item 4 – Outcomes of relevant meetings and events (continued) (GCF intervention)
11:30 – 13:00	Agenda item 7 – CTCN operations moving forward a) Technical assistance requests and process b) Capacity building, Network and stakeholder/private sector engagement c) Knowledge Management System and technology content d) M&E – Framework for measuring and evaluating CTCN-wide impact e) Gender f) Communications and outreach plans for COP 23
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:45	Agenda item 8 – CTCN programme of work and financial matters

	<ul style="list-style-type: none"> <li>a) Endorsement of the 2016 financial statement</li> <li>b) Introduction of the programme of work/annual operating plan for 2018 and endorsement of the CTCN budget for 2018</li> <li>c) Mobilization of resources to meet the costs associated with the CTCN</li> </ul>
<i>15:45 – 16:15</i>	<i>Coffee break</i>
16:15 – 18:00	<p>Agenda item 9 - TEC/CTCN Joint Annual Report for COP 23 and CMA</p> <ul style="list-style-type: none"> <li>a) Report on CTCN activities and performance: CTCN contribution to joint annual report for COP 23 and CMA</li> <li>b) Joint chapter of joint annual report</li> </ul>
<b>Day 3 (31 August)</b>	
9:00 – 11:00	Agenda item 10 – AB Decisions - review of document revisions (including task force discussion and guidance)
<i>11:00 – 11:30</i>	<i>Coffee</i>
11:30 – 12:00	Agenda item 10 – AB Decisions - review of document revisions (continued)
12:00 – 12:30	Agenda item 11 – Other matters
12:30 – 12:55	<p>Agenda item 12 – Advisory Board administrative matters</p> <ul style="list-style-type: none"> <li>a) Date and venue of the next meeting</li> <li>b) UNFCCC approach to remote participation at meetings</li> </ul>
12:55 – 13:00	Agenda item 13 – Closure of the meeting
<i>13:00 – 14:00</i>	<i>Lunch</i>
afternoon	<p>Site visit (tbc)</p> <ul style="list-style-type: none"> <li>- Open to all observers</li> </ul>