

**Tenth meeting of the Advisory Board
UN City, Copenhagen, Denmark
29-31 August 2017**

Report - DRAFT

1. Opening of the meeting

1. The Chair of the Advisory Board, Ms. Mette Møglestue, opened the tenth meeting of the Advisory Board of the Climate Technology Centre and Network at 13:30 on Tuesday, 29 August 2017.
2. The table below lists the Advisory Board members who attended the Advisory Board's tenth meeting. Regrets were received from Board members Ms. Sara Agesen Muñoz, Ms. Diann Black Layne, Mr. Vatankhan Moghaddam, Ms. Duduzile Nhlengethwa-Masina and Mr. John Scowcroft.

Advisory Board members attending the tenth meeting	
Mr. Samuel Adeoye Adejuwon	Mr. Thinley Namgyel
Mr. Joseph Amankwa Baffoe	Ms. Renske Peters
Mr. Pedro Garcia Brito	Mr. Antonio Pflüger
Mr. Collin Guiste	Mr. Michael Rantil
Mr. Kazuhiko Hombu	Mr. Ambuj Sagar
Mr. Karsten Krause	Ms. Kelly Stone
Mr. Sergio La Motta	Mr. Spencer Thomas
Mr. Ian Lloyd	Mr. Can Wang
Ms. Mette Møglestue	Mr. Jukka Uosukainen

2. Organizational matters

- a) Adoption of the agenda
 3. The Advisory Board adopted the provisional agenda as contained in document AB/2017/10/2.1.
- b) Minutes of previous meeting and discussion of matters arising
 4. The Advisory Board adopted the minutes of its ninth meeting as contained in document AB/2017/10/2.2 but with a minor correction to the table in paragraph 2.
- c) Organization of the work of the meeting
 5. The meeting was open to observers from both Parties and accredited observer organizations, and webcast via the CTCN website.

6. The Advisory Board took note of the proposed organization of work as contained in the annotated agenda with time schedule and document AB/2017/10/2.3. The Chair pointed out that Agenda item 4b had been shifted to day 2 of the meeting (30 August) to accommodate a remote intervention by the Green Climate Fund.

d) Membership matters

7. The Advisory Board took note of the new ENGO, BINGO and RINGO constituency members joining the Advisory Board and the required selection of Government representatives at COP 23 for those Government representatives whose terms will be ending.

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

8. The Advisory Board took note of the report given by the CTCN Director on the overall status, progress and activities of the CTCN. The Director also highlighted the CTCN's path moving forward including 8 key areas that will be the focus of the work of the CTCN. The Advisory Board welcomed the presentation and requested the CTCN to prepare, by January 2018 for consideration by the Task Force, a draft document on the CTCN's path forward that takes into consideration outcomes from COP 23, the recommendations of the independent review of the CTC and other guidance. This draft document will also be discussed at the next Advisory Board meeting.

4. Outcomes of relevant meetings and events

a) Bonn climate change meetings (SB 46) and preparations for COP 23

9. The Advisory Board took note of the presentation by Ms. Wanna Tanunchaiwatana and Mr. Bert van der Plas (UNFCCC) that addressed the main outcomes of SBI 46 and SBSTA 46 in relation to the work of the CTCN, including the periodic assessment of the Technology Mechanism, the technology framework and technical expert meetings. An overview of COP 23 preparations was also provided to the Advisory Board.

b) Green Climate Fund Board meeting B.16 (4-6 April 2017) and B.17 (4-6 July 2017), and preparations for B.18 (October)

10. The Advisory Board took note of a presentation by the CTCN on current linkages with the GCF including three CTCN requests submitted to and approved by the GCF Readiness Support Programme as well as collaboration on capacity building events.
11. The Advisory Board took note of the remote intervention by Mr. Juan Hoffmaister (GCF Secretariat) on GCF collaboration with the CTCN and ongoing work in preparation for the GCF's 18th meeting that will discuss support for collaborative RD&D. The Advisory Board requested that the CTCN prepare procedures on how GCF collaboration fits into the CTCN process.

c) Adaptation Committee – collaboration with the CTCN

12. The Advisory Board took note of the presentation by Ms. Renske Peters (Adaptation Committee representative) regarding the ongoing collaborative activities between the CTCN and the Adaptation Committee. The Advisory Board was informed about the recent work on the current landscape of existing platforms that are providing technical support on adaptation, the work to align TNAs and NAPs and, lastly, the Global Centre of Excellence on Climate Adaptation was introduced. The Vice-Chair suggested that the Advisory Board's Task Force be prepared to react to any changes to the TNA process and assess the impact on CTCN operations.

5. Advisory Board Task Forces - reporting

a) Finance Task Force

b) Operations & Strategy Task Force

13. The Advisory board took note of the report from the Finance and Operations & Strategy Task Forces provided by Ms. Møglestue which consisted primarily of a summary of the issues covered by the task forces (budget and annual operating plan; in-kind/pro-bono support; GCF collaboration; Network/Consortium Partner technical assistance implementation; CTCN long-term vision; Technology Framework submission to SBSTA47; collaborative RD&D at GCF B.18). It was noted that the results of the work of the Task Forces resulted in some of the documents that are supporting the Advisory Board meeting.
14. Some challenges with the task forces were noted but were considered useful to conduct inter-sessional work. The Advisory Board decided that the task forces shall continue their work. A facilitator for each task force (Mr. Lloyd for Finance Task Force and Mr. Namgyel for Operations & Strategy Task Force) was nominated to enhance the effectiveness of each task force. Furthermore, members of the task forces were reconstituted since some Advisory Board members' terms have ended/started.
15. The Advisory Board identified a list of 6 suggested activities for the task forces to address inter-sessionally.

6. Matters relating to the Convention's Technology Mechanism

a) Matters relating to the Technology Executive Committee (TEC)

16. The Advisory Board took note of the presentation by Mr. Michael Rantil (TEC Chair) on key TEC activities as part of its 2016-2018 workplan. Areas of collaboration with the CTCN were also presented including the joint chapter of the joint annual report, technology research, development and demonstration, and technology needs assessments.

b) RD&D activities

17. The Advisory Board took note of the presentations by the CTCN Director and the TEC Chair on RD&D-related activities by the CTCN and the TEC, respectively. The CTCN Advisory Board Chairs continue to participate in the TEC task force on innovation and RD&D and are awaiting a decision from the TEC on making their task force on innovation and RD&D open to more members of the Advisory Board.
18. The TEC held a special event on May 12, 2017 on how technological innovation can support implementation of NDCs and mid-century strategies. The CTCN held a First-of-a-kind Workshop on May 22-23, 2017 that built on the key findings of the TEC's special event and explored the capacity of the CTCN Network to support identified RD&D needs.
19. Both the TEC and the Advisory Board Chairs have been invited to present at the 18th Board meeting of the GCF on options for supporting collaborative RD&D and will work closely to coordinate their Technology Mechanism message to the GCF.

c) Technology Framework submission to SBSTA 47

20. The Advisory Board was invited to consider the CTCN response to the invitation from SBSTA 46 to elaborate on its past, ongoing and potential future activities relevant for the elaboration of the technology framework created by the Paris Agreement. The CTCN response was organized according to the key themes of the technology framework and also included activities undertaken jointly or in conjunction with the TEC.
21. The Advisory Board was generally supportive of the approach adopted by the CTCN, which included representative examples of technical assistance interventions that substantively demonstrated how the CTCN was fulfilling its mandate to respond to the needs of developing countries. The CTCN agreed to, inter alia, broaden the scope from support for NDC implementation to include additional national planning documents such as National Adaptation Plans. The CTCN will also reach out to NDEs whose technical assistance interventions were referenced in the response to ensure their support for this approach.
22. The Advisory Board agreed to empower its Chair and Vice Chair to agree to the joint elements

of the submission with the TEC Chair and Vice Chair, and for the CTCN and UNFCCC secretariat to compile these elements into an information note to be considered at SBSTA 47.

d) Submission to the Paris Committee on Capacity Building

23. The Advisory Board took note of the key points contained in the CTCN's submission to the Paris Committee on Capacity building (PCCB) and of the messages delivered by the CTCN and the Advisory Board Chair at the first meeting of the PCCB at SB46. The Advisory Board requested that the CTCN share its document AB/2017/10/7.1 on CTCN technical assistance in a snapshot with the PCCB.

e) Independent Review of the CTCN by the UNFCCC secretariat

24. The Advisory Board took note of the update presented by the UNFCCC secretariat and its consultants on the independent review of the effective implementation of the CTCN. Key findings included positive feedback from beneficiaries and empowered NDEs with tailored responses to their technical assistance requests. Some challenges noted were the need for increased capacity of some NDEs and lack of predictable funding for the CTCN. The Advisory Board was generally positive about the review and its recommendations and requested the CTCN to prepare for follow-up actions for enhancing the CTCN's performance as a result of the Independent Review.

7. CTCN operations moving forward

a) Technical assistance requests and process

25. The Advisory Board took note of the CTCN's process and experience in responding to the growing number of requests for technical assistance, particularly with the increasing involvement of Network members. As part of its presentation, the CTCN illustrated how different sources of funding ranging from the GCF to in-kind/pro bono contributions from Network members are supporting the technical assistance request-response process. The CTCN emphasized that balance continues to be an important consideration when responding to requests as it is one of the CTCN's prioritization criteria.

26. The CTCN also introduced the "Ask an expert" function as a new modality to respond quickly to requests for technical assistance as well as to contribute to other CTCN service areas such as capacity building.

27. The Advisory Board emphasized that focus should continue to be placed on the impacts realized as a result of CTCN technical assistance in addition to the outputs and outcomes of its interventions.

b) Capacity building, Network and stakeholder/private sector engagement

28. The Advisory Board took note of the update on CTCN capacity building and engagement activities such as regional NDE forums, the incubator programme for LDCs, stakeholder engagement forums that focus on enhanced government/private sector matchmaking, and country focal point workshops to mainstream technology in climate action plans. The CTCN has also started developing a capacity building module that will enhance the skills of project proponents in preparing GCF concept notes.

29. The Advisory Board also took note of the increasing involvement of Network members in CTCN services, particularly in the bidding opportunities to implement responses to country requests for technical assistance.

30. The CTCN presented its proposed in-kind contribution approach with a focus on pro bono support from Network members and, more specifically, from NDEs. To better illustrate the pro bono process, the Advisory Board member from Japan shared its experiences providing pro bono resources to the CTCN in support of TA implementation by a Network member from Japan.

c) Knowledge Management System and technology content

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

31. The Advisory Board took note of the status update on the Knowledge Management System and its current focus on increasing technology content through a staged approach.
32. The CTCN also presented its monitoring and evaluation (M&E) framework for non-technical assistance services to complement the technical assistance M&E framework that has already been accepted by the Advisory Board. Linkages between CTCN indicators and those adopted by the UN's Sustainable Development Goals (SDGs) process were a concern since the link was not always clear. The Chair invited Advisory Board members to submit any written comments on the M&E framework to the CTCN secretariat within two weeks so that the M&E work may continue.

e) Gender

f) Communications and outreach plans for COP 23

33. The Advisory Board took note of the CTCN presentation on gender considerations in its work and the incorporation of a gender mainstreaming tool into the technical assistance process.
34. The Advisory Board took note of the CTCN's communications and outreach plans for COP 23 including a list of events in which the CTCN plans to participate. Upcoming communication activities will highlight the CTCN Progress Report, a Climate-Smart Agriculture manual for Zimbabwe and a Water Technology Compendium.

8. CTCN programme of work and financial matters

a) Endorsement of the 2016 financial statement

35. The CTCN presented an update on its financial resources including an analysis of resources secured, timing of the resources available as stipulated in donor agreements, and activities covered by the funds provided. The CTCN also presented its 2016 financial statement to the Advisory Board for endorsement. It was noted that there were only minor changes to the preliminary 2016 financial statement that was presented at the prior Advisory Board meeting including a correction to the "fund balance at the beginning of the period". As requested by the Advisory Board, the financial statement was supplemented with a financial performance report according to operational activity.
36. The Advisory Board endorsed the final 2016 financial statement and requested that the CTCN provide clarification on total expenditures for all past years to better explain the CTCN's financial story.

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

37. The CTCN introduced its 2018 annual operating plan for approval including the 2018 budget for endorsement by the Advisory Board. It was noted that the Advisory Board task forces had discussed the annual operating plan and that these documents already reflected their input.
38. The Advisory Board requested that specific concepts referenced in the annual operating plan be enhanced or clarified, including the "Ask an expert" function, the Business Model Canvas and work related to National Adaptation Plans. The Advisory Board noted that the resource mobilization section of the annual operating plan is short and suggested that in-kind and pro bono support modalities be included.
39. The Advisory board discussed the 2018 budget and decided that it would endorse a realistic budget that is based on the resources secured by and available to the CTCN. The Advisory Board suggested a "scenario II" would be useful to guide the CTCN on the variable component of the budget should additional funds materialize (e.g., from the GCF, pro bono contributions, etc.).
40. The Advisory Board approved the annual operating plan taking into consideration the comments and revisions suggested. The Advisory Board also endorsed the 2018 budget of USD 9.1 million

(exclusive of programme support costs) noting that a “scenario II” budget has been prepared to guide the CTCN should additional resources be made available from sources such as the GCF and pro bono support.

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

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

41. The CTCN presented the draft CTCN input to the joint annual report for discussion with Advisory Board members. The CTCN and TEC secretariat clarified that for 2017 a single TEC/CTCN joint annual report will be submitted to COP23 that will also address the decision regarding a report for the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).

42. The Advisory Board gave the CTCN flexibility to rephrase a few paragraphs to reflect discussions during the meeting but otherwise approved the CTCN’s contribution to the joint annual report.

b) Joint chapter of joint annual report

43. Consistent with the procedures currently in place for preparing the joint chapter of the joint annual report to the COP, the CTCN presented the joint chapter for agreement by the Advisory Board. With one minor change to the joint chapter, it was agreed by the Advisory Board. According to the procedures, the next step is to seek concurrence by the TEC on the revised joint chapter.

10. Advisory Board Decisions – review of document revisions

44. The Advisory Board revisited the annual operating plan and 2018 budget, the outcomes of which are reflected in section 8 above.

45. The Advisory Board followed up on the future work and composition of the task forces, the outcomes of which are reflected in section 5 above.

11. Other matters

46. No other matters were raised by the Advisory Board.

12. Advisory Board administrative matters

a) Date and venue of the next meeting

47. It was agreed that the eleventh meeting of the Advisory Board would take place in Copenhagen, Denmark from 7-9 March 2018. Furthermore, the Advisory Board agreed on a tentative date for the twelfth meeting of the Advisory Board of the week of 1-5 October 2018 in Copenhagen. The alternate date for the twelfth meeting is the week of 3-7 September 2018.

b) UNFCCC approach to remote participation at meetings

48. The CTCN presented its findings on the UNFCCC’s approach to remote participation at meetings as well as a proposal for virtual participation for consideration by the Advisory Board. The Advisory Board supported the concept of virtual participation but raised concerns regarding challenges (e.g., time zones, connectivity/technology issues). The Advisory Board was not prepared to endorse the proposal for virtual participation but agreed to a stepwise process towards virtual participation beginning with accommodating individuals when requested and sharing documentation. The CTCN was requested to prepare a detailed paper on virtual participation procedures for the next Advisory Board meeting.

c) Election of new Vice-Chair

49. Mr. Thinley Namgyel (non-Annex I government member) was elected as the new Vice-Chair of the Advisory Board. The Advisory Board thanked Mr. Spencer Thomas for his service as Vice-Chair of the Advisory Board.

13. Closure of the meeting

50. The meeting was officially closed at 12:00 on Thursday, 31 August 2017.

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