

**9th meeting of the Advisory Board to the  
Climate Technology Centre and Network (CTCN)**

3-5 April 2017  
UN Campus, Bonn, Germany

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

- a) CTCN activities

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

- a) COP22, Marrakech (7-18 November 2016)
- b) Adaptation Committee, 10<sup>th</sup> meeting (13-16 September 2016) and 11<sup>th</sup> meeting (7-10 March 2017)
- c) Standing Committee on Finance, 14<sup>th</sup> meeting (3-5 October 2016) and 15<sup>th</sup> meeting (7-9 March 2017)
- d) Green Climate Fund board meeting B.14 (12-14 October 2016) and B.15 (13-15 December 2016) and CTCN linkages with the GCF

**5. Advisory Board Task Forces**

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

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

- a) Debriefing from the 13<sup>th</sup> and 14<sup>th</sup> meetings of the Technology Executive Committee
- b) RD&D activities
- c) 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) Preparations for SB session in May

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## **8. Budget and Finance**

- a) Financial updates on CTCN operations
- b) Guidance on funding and mobilization of resources to meet the costs associated with the CTCN

## **9. Monitoring & Evaluation (M&E)**

- a) CTCN M&E framework

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

## **11. Other matters**

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

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

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

### Notes:

A reception hosted by the CTCN will follow the meeting on 3 April 2017.

An information session will take place at the end of the day on 3 April 2017 (part 1) and on the morning of 4 April 2017 (part 2). The topic will be “National Designated Entity Experiences: Technical Assistance Outputs and Intended Impacts”.

A site visit is tentatively scheduled for the late afternoon of 4 April 2017. **Details to be confirmed.**

The Steering Committee of the CTCN's GEF project will take place on the afternoon of 5 April 2017 at 14:00. Advisory Board members are welcomed to join.

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## II. Annotations to the provisional agenda

### 1. Opening of the meeting

The ninth meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 13:30 on Monday, April 3<sup>rd</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/2017/9/2.1	<i>Provisional agenda</i>
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#### 2b) Minutes of the previous meeting and discussion of matters arising

The minutes from the eighth 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 eighth meeting.**

AB/2017/9/2.2	<i>Minutes from the eighth Advisory Board meeting</i>
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#### 2c) Organization of the work of the meeting.

The ninth meeting of the Advisory Board will be held from 3 to 5 April 2017 at the UNFCCC offices in Bonn, Germany. 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/2017/9/2.3	<i>Summary of proposed actions for Advisory Board meeting 9</i>
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#### 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 22 in Marrakech.

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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 members joining the Advisory Board and the required selection of new ENGO, BINGO and RINGO constituency members.**

AB/2017/9/2.4	<i>List of CTCN Advisory Board members</i>
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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 9<sup>th</sup> 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 12 a).**

AB/2017/9/2.5	<i>CTCN Chair and Vice-Chair Election</i>
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### **3. Report of the CTCN Director on CTCN activities since the last meeting**

3a) CTCN activities

The CTCN Director will give an overall update on the CTCN's status, progress and activities. The Director's report will include a progress update on CTCN actions as a result of the eighth Advisory Board meeting, a summary of which was circulated to Advisory Board members prior to this meeting. Strategic considerations for the CTCN will also be presented in response to COP22 decisions impacting the CTCN, the technology framework and planning beyond the first term of the CTCN that is hosted by the UNEP-led consortium.

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

AB/2017/9/3.1	<i>Summary of Actions as a Result of Advisory Board Meeting 8</i>
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### **4. Outcomes of relevant meetings and events**

4a) COP22, Marrakech (7-18 November 2016)

4b) Adaptation Committee, 10<sup>th</sup> meeting (13-16 September 2016) and 11<sup>th</sup> meeting (7-10 March 2017)

4c) Standing Committee on Finance, 14<sup>th</sup> meeting (3-5 October 2016) and 15<sup>th</sup> meeting (7-9 March 2017)

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The twenty second session of the Conference of the Parties (COP) was held in Marrakech, Morocco from 7-18 November 2016. The 10<sup>th</sup> and 11<sup>th</sup> meetings of the Adaptation Committee were both held in Bonn, Germany from 13-16 September 2016 and 7-10 March 2017, respectively. The 14<sup>th</sup> and 15<sup>th</sup> meetings of the Standing Committee on Finance were both held in Bonn, Germany from 3-5 October 2016 and 7-9 March 2017, respectively.

The UNFCCC and CTCN secretariats and members of the Advisory Board will provide a brief summary of the main outcomes from COP22 as they relate to the work of the CTCN. The Adaptation Committee representative will provide an update on the work of the committee as it relates to the CTCN. The Standing Committee on Finance representative will provide a summary on the work of the committee as it relates to 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.**

4d) Green Climate Fund board meeting B.14 (12-14 October 2016) and B.15 (13-15 December 2016) and CTCN linkages with the GCF

The 14<sup>th</sup> meeting of the Board of the Green Climate Fund was held in Songdo, Republic of Korea from 12-14 October 2016 and the 15<sup>th</sup> meeting was held in Apia, Samoa from 13-15 December 2016. The GCF secretariat will be invited to provide a brief summary of the main outcomes of the board meetings as they relate to the work of the CTCN. Members of the Advisory Board and the CTCN will be invited to add to the summary provided by the GCF secretariat.

The CTCN also will provide an update on collaboration with the GCF including modalities for GCF support to CTCN technical assistance.

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

## **5. Advisory Board Task Forces**

5a) Funding – guidance on funding and mobilization of resources

5b) Financial Visibility – guidance on financial information and reporting

At its seventh Advisory Board meeting, Funding and Financial Visibility 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 will provide a status update 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 and decisions on the task forces themselves are scheduled under agenda item 10.

**Action: The Advisory Board is invited to take note of the reports from the Funding and Financial Visibility task forces.**

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

6a) Debriefing from the 13<sup>th</sup> and 14<sup>th</sup> meetings of the Technology Executive Committee

6b) RD&D activities

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

The 13<sup>th</sup> and 14<sup>th</sup> meetings of the TEC were held on 6-9 September 2016 and 28-31 March 2017, respectively, in Bonn, Germany. The Chair of the TEC will be invited to provide an overview of the main outcomes of the 13<sup>th</sup> and 14<sup>th</sup> meetings of the TEC including its work on innovation and research, development and demonstration (RD&D). The CTCN will complement the TEC update on RD&D activities with a brief update on CTCN activities related to innovation and RD&D capacity within the CTCN and its Network.

The UNFCCC secretariat will also 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 outcomes of the 13<sup>th</sup> and 14<sup>th</sup> meetings of the Technology Executive Committee, RD&D activities and the status of the independent review. The Advisory Board is invited to discuss and provide guidance on the CTCN's activities related to innovation and RD&D.

TEC/2016/13/xx	TEC13 and TEC14 documents available from: <a href="http://unfccc.int/ttclear/templates/render cms_page?TEC_meetings">http://unfccc.int/ttclear/templates/render cms_page?TEC_meetings</a>
TEC/2017/14/xx	

## 7. CTCN operations moving forward

7a) Technical assistance requests and process

At its eighth meeting, the Advisory Board requested the CTCN to continue efforts to demonstrate impacts as a result of the CTCN's technical assistance work. A general desire was also expressed for greater involvement of the CTCN Network, including NDEs, in responding to technical assistance requests from developing countries. The CTCN will elaborate on operative process adjustments and considerations made to its technical assistance process and procedures that will facilitate the communication of impacts, increase the level of involvement of Network members and continue to improve user friendliness. In addition, the entry point of in-kind contributions from Network members, including NDEs, and GCF support into the technical assistance request process will be addressed.

**Action:** The Advisory Board is invited to provide guidance on the technical assistance request process.

AB/2017/9/7.1	CTCN Technical Assistance in a Snapshot
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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 methodology for receiving in-kind contributions from Network members, including NDEs, for technical assistance work will also be presented to the

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Advisory Board. Potential linkages to the Paris Committee for Capacity Building will also be explored.

**Action: The Advisory Board is invited to provide guidance regarding capacity building activities, stakeholder engagement plans as well as the methodology to receive in-kind contributions from Network members.**

AB/2017/9/7.2	<i>CTCN Capacity Building in a Snapshot</i>
AB/2017/9/7.3	<i>Climate Technology Network in a Snapshot</i>

#### 7c) Knowledge Management System and technology content

At its eighth meeting, the Advisory Board was generally receptive to a “proposed KMS Forward Plan” that was presented. The CTCN will provide an update on Knowledge Management System (KMS) activities with respect to the KMS Forward Plan and its emphasis on impacts as a result of CTCN technical assistance services.

**Action: The Advisory Board is invited to provide guidance on the KMS and its technology content.**

AB/2017/9/7.4	<i>CTCN Knowledge Management System in a Snapshot</i>
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#### 7d) Preparations for SB session in May

The CTCN’s communications and outreach plans for the Subsidiary Bodies (SB) session will be shared with the Advisory Board.

**Action: The Advisory Board is invited to take note of the preparations for the SB session in May.**

AB/2017/9/7.5	<i>CTCN Communications in a Snapshot</i>
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### **8. Budget and Finance**

#### 8a) Financial updates on CTCN operations

#### 8b) 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 2017 CTCN budget was provisionally endorsed at the eighth meeting of the Advisory Board and will be revisited for full endorsement by the Advisory Board. The CTCN will also present the preliminary 2016 financial statement of the CTCN along with supporting financial information. The certified 2016 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 funding for its operations to date. The CTCN Director will present the financial situation of the CTCN, its resource mobilization activities, and the financial outlook for the CTCN.

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**Action:** The Advisory Board is invited to fully endorse the 2017 budget, take note of the preliminary 2016 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/2017/9/8.1	<i>CTCN Financials in a Snapshot</i>
AB/2017/9/8.2	<i>Draft Revised Annual Operating Plan (with revised 2017 budget)</i>
AB/2017/9/8.3	<i>Preliminary 2016 Financial Statement</i>

## 9. Monitoring & Evaluation (M&E)

### 9a) CTCN M&E framework

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 is preparing processes and procedures to monitor, assess, and evaluate its collaboration and knowledge-sharing services. An update on the overall status of the M&E framework will be presented to the Advisory Board.

**Action:** The Advisory Board is invited to take note of and provide guidance on the M&E framework.

## 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 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 may wish to consider any other matters raised, and agree on any follow-up action, as appropriate.

## 12. Advisory Board administrative matters

### 12a) 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 Annex I government members and a Vice-Chair from among its non-Annex I government members for a term of one year each. At the end of the 9<sup>th</sup> Advisory Board meeting, the one year terms of the new Chair and new Vice-Chair shall start.

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

**12b) 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 (TEC15) scheduled for mid-September 2017, an endeavor by the TEC and the CTCN to hold a joint meeting to facilitate the preparation of the TEC/CTCN joint annual report, as well as the need to report to COP23 which is scheduled from 6-17 November 2017.

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

**13. 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 ninth meeting of the CTCN Advisory Board.

<b>Day 1 (3 April)</b>	
12:00 – 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 e) Introduction of the requirements for Chair and Vice-Chair election
14:00 – 15:00	Agenda item 3 – Report of the CTCN Director on CTCN activities since the last meeting a) CTCN activities
15:00 – 15:30	Agenda item 4 – Outcomes of relevant meetings and events a) COP22, Marrakech (7-18 November 2016) b) Adaptation Committee, 10 <sup>th</sup> meeting (13-16 September 2016) and 11 <sup>th</sup> meeting (7-10 March 2017) c) Standing Committee on Finance, 14 <sup>th</sup> meeting (3-5 October 2016) and 15 <sup>th</sup> meeting (7-9 March 2017) d) Green Climate Fund board meeting and CTCN linkages with the GCF
15:30 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Agenda item 4 – Outcomes of relevant meetings and events (continued)
17:00 – 17:15	Agenda item 5 – Advisory Board Task Forces a) Funding – guidance on funding and mobilization of resources b) Financial Visibility – guidance on financial information and reporting
17:15 – 18:15	Information Session – NDE Experiences: Technical Assistance Outputs and Intended Impacts (part 1)
18:30	<i>Reception</i>
<b>Day 2 (4 April)</b>	
9:00 – 10:00	Information Session – NDE Experiences: Technical Assistance Outputs and Intended Impacts (part 2)
10:00 – 10:30	<i>Coffee break</i>
10:30 – 11:30	Agenda item 6 – Matters relating to the Convention's Technology Mechanism a) Debriefing from the 13 <sup>th</sup> and 14 <sup>th</sup> meetings of the Technology Executive Committee b) RD&D activities c) Independent Review of the CTCN by the UNFCCC secretariat
11:30 – 12:45	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) Preparations for SB session in May
12:45 – 13:45	<i>Lunch</i>
13:45 – 15:00	Agenda item 8 – Budget and finance a) Financial updates on CTCN operations 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 – <b>location to be confirmed</b> - Spaces may be limited for observers as transportation may be provided with a return dropoff at UN Campus
<b>Day 3 (5 April)</b>	
09:00 – 10:00	Agenda item 8 – Budget and finance (continued) a) Financial updates on CTCN operations b) Guidance on funding and mobilization of resources to meet the costs associated with the CTCN
<i>10:00 – 10:30</i>	<i>Coffee break</i>
10:30 – 11:00	Agenda item 9 – Monitoring & Evaluation (M&E) and evaluation processes a) CTCN M&E framework
11:00 – 12:00	Agenda item 10 – Advisory Board Decisions – review of document revisions
12:00 – 12:20	Agenda item 11 – Other matters
12:20 – 12:50	Agenda item 12 – 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 13 – Closure of the meeting
<b>CTCN meeting</b>	
14:00 – 16:00	CTCN GEF Project Steering Committee meeting (AB members welcomed)