

**11th meeting of the Advisory Board to the
Climate Technology Centre and Network (CTCN)**

7-9 March 2018
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
- 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) COP 23 (6-17 November 2017)
- b) Adaptation Committee, 12th meeting (19-22 September 2017) and 13th meeting (27 February – 2 March 2018)
- c) Standing Committee on Finance, 16th meeting (18-21 September 2017)
- d) Green Climate Fund Board meeting B.18 (30 September – 2 October 2017) and B.19 (27 February – 1 March 2018)

5. Matters relating to the Convention's Technology Mechanism

- a) Debriefing from the 15th meeting of the Technology Executive Committee including update on RD&D activities

6. Independent Review of the CTCN – management response to SBI48

7. CTCN engagement on RD&D

8. Vision for CTCN

9. TNAs and the CTCN

10. Monitoring and Evaluation (M&E)

11. CTCN financial matters

- a) Financial updates on CTCN operations
- b) Mobilization of resources to meet the costs associated with the CTCN

12. Other matters**13. Advisory Board administrative matters**

- a) Election of new Chair and Vice-chair
- b) Date and venue of the next meeting
- c) Remote participation at meetings

14. Closure of the meeting**Notes:**

A reception hosted by the CTCN will follow the meeting on 7 March 2018.

An information session will take place at the end of the day on 7 March 2018 (part 1) and on the morning of 8 March 2018 (part 2). The topic will be "CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers".

II. Annotations to the provisional agenda

1. Opening of the meeting

The eleventh meeting of the Advisory Board will be opened by the Chair of the Advisory Board at 13:00 on Wednesday, March 7th, 2018.

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/2018/11/2.1	<i>Provisional agenda</i>
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2b) Minutes of the previous meeting and discussion of matters arising

The minutes from the tenth 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 tenth meeting.

AB/2018/11/2.2	<i>Report from the Tenth Advisory Board meeting</i>
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2c) Organization of the work of the meeting.

The eleventh meeting of the Advisory Board will be held from 7 to 9 March 2018 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/2018/11/2.3	<i>Summary of proposed actions for Advisory Board meeting 11</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 23 in Bonn.

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/2018/11/2.4	<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 9th 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/2018/11/2.5	<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 tenth 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 COP23 decisions impacting the CTCN.

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/2018/11/3.1	<i>Summary of Actions as a Result of Advisory Board Meeting 10</i>
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4. Outcomes of relevant meetings and events

4a) COP23 (6-17 November 2017)

4b) Adaptation Committee, 12th meeting (19-22 September 2017) and 13th meeting (27 February - 2 March 2018)

4c) Standing Committee on Finance, 16th meeting (18-21 September 2017)

The twenty third session of the Conference of the Parties (COP) was held in Bonn, Germany from 6-17 November 2017. The 12th and 13th meetings of the Adaptation Committee were both held in Bonn, Germany from 19-22 September 2017 and 27 February-2 March 2018, respectively. The 16th meeting of the Standing Committee on Finance was held in Bonn, Germany from 18-21 September 2017.

The UNFCCC and CTCN secretariats and members of the Advisory Board will provide a brief summary of the main outcomes from COP23 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.18 (30 September - 2 October 2017) and B.19 (27 February -1 March 2018)

The 18th meeting of the Board of the Green Climate Fund was held in Cairo, Egypt from 30 September - 2 October 2017 and the 19th meeting was held in Songdo, Republic of Korea from 27 February – 1 March 2018. 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. Matters relating to the Convention's Technology Mechanism

5a) Debriefing from the 15th meeting of the Technology Executive Committee including update on RD&D activities

The 15th meeting of the TEC was held on 12-15 September 2017 in Bonn, Germany. The Chair of the TEC will be invited to provide an overview of the main outcomes of the 15th meeting of the TEC including its work on innovation and research, development and demonstration (RD&D).

Action: The Advisory Board is invited to take note of the outcomes of the 15th meeting of the Technology Executive Committee and its RD&D activities.

TEC/2017/15/xx	TEC15 documents available from: http://unfccc.int/ttclear/tec/meetings.html
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6. Independent Review of the CTCN – management response to SBI48

The UNFCCC secretariat commissioned an independent review of the effective implementation of the CTCN four years after its inception. The findings of the review, including any recommendations regarding enhancing the performance of the CTCN, were considered by Parties at COP23. COP decision 14/CP.23 invites UN Environment, as host of the CTCN, with the support of the CTCN and in consultation with its Advisory Board, and within their respective functions and mandates, to provide a management response to the relevant findings and recommendations of the independent review for consideration at SBI48.

UN Environment will present its draft management response to SBI48 for consideration by the CTCN and its Advisory Board.

Action: The Advisory Board is invited to take note of the results of the Independent Review of the CTCN and the management response to SBI48 and to provide guidance on the CTCN's response to the Independent Review.

AB/2018/11/6.1	<i>Management response to SBI48</i>
FCCC/CP/2017/11/Add.2	<i>Decision 14/CP.23 Review of the effective implementation of the CTCN</i> http://unfccc.int/resource/docs/2017/cop23/eng/11a02.pdf#page=4
FCCC/CP/2017/3	<i>Report on the independent review of the effective implementation of CTCN</i> http://unfccc.int/resource/docs/2017/cop23/eng/03.pdf

7. CTCN engagement on 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 including an expert meeting on National Systems of Innovation held on 21 – 23 February 2018 in Paris, France.

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

8. Vision for CTCN

At the 10th Advisory Board meeting, the CTCN Director presented highlights of the CTCN's path forward including key areas that will be the focus of future CTCN work. The Advisory Board welcomed the presentation and requested that a draft document on the CTCN's future be prepared for its 11th meeting which takes into consideration outcomes from COP 23, the recommendations of the independent review of the CTCN and other guidance. The CTCN will present this draft document which establishes a vision that will guide its operations and the development of its next multi-year workplan.

Action: The Advisory Board is invited to provide guidance on the draft vision document.

AB/2018/11/8.1	<i>CTCN Vision 2025</i>
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9. Technology Needs Assessments (TNAs) and the CTCN

Technology needs assessments (TNAs) as well as technology action plans (TAPs) form the basis for a portfolio of technology projects that are reflective of technology priorities of developing countries. Thus, TNAs and TAPs are key sources of information for NDEs to generate requests to the CTCN and the CTCN is well positioned to support the implementation of TNA results. The CTCN will present its paper on how it supports TNAs and catalyzes TAP implementation including proposed key activities.

Action: The Advisory Board is invited to take note of and provide guidance on the CTCN approach to supporting TNAs.

AB/2018/11/9.1	<i>CTCN Supporting TNAs and catalyzing TAP implementation</i>
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10. Monitoring & Evaluation (M&E)

In prior meetings, the Advisory Board has endorsed monitoring and evaluation frameworks for both responses to technical assistance requests and for non-technical assistance services such as collaboration and knowledge-sharing. An update on the overall status of the M&E system will be presented to the Advisory Board as well as the results of an M&E system review.

NDEs play a significant role in the M&E process particularly in the monitoring of impacts as a result of CTCN technical assistance. The NDE outreach paper presents outreach activities that ensure all NDEs are continually engaged with the CTCN, its activities, and technology under the Technology Mechanism.

Action: The Advisory Board is invited to take note of and provide guidance on the M&E system and the NDE outreach paper.

AB/2018/11/10.1	<i>NDE Outreach</i>
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11. CTCN financial matters

11a) Financial updates on CTCN operations

11b) 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 2018 CTCN budget was endorsed at the tenth meeting of the Advisory Board. The CTCN will present its preliminary 2017 financial statement and its present financial situation. The certified 2017 financial statement will be made available for endorsement at the twelfth meeting of the Advisory Board.

Funding for CTCN operations continues to be a challenge and the CTCN continues to seek funding, in line with Decision 2/CP.17. The CTCN will present further details regarding its approach to receiving pro bono contributions as well as its current draft resource mobilization strategy.

Action: The Advisory Board is invited take note of the preliminary 2017 financial statement with a view to endorsing a certified financial statement at its next meeting, and

to provide guidance on the draft resource mobilization strategy including the CTCN approach to receiving pro bono contributions.

AB/2018/11/11.1	<i>CTCN Approach to pro bono contributions</i>
AB/2018/11/11.2	<i>Draft CTCN resource mobilization strategy</i>
AB/2018/11/11.3	<i>Preliminary 2017 financial statement</i>

12. Other matters

Any other matters arising during the meeting will be taken up under this item. Advisory Board members and observers attending the meeting will also be invited to raise any other matters. Furthermore, the Advisory Board may wish to use this agenda item to follow up on any outstanding agenda item and identify issues to be addressed by the Advisory Board Task Forces.

12a) LDC's experiences with the Technology Mechanism

The International Institute for Environment and Development (IIED) released a paper on how LDCs are currently using technology initiatives and programmes. It aims to better understand the barriers and challenges LDCs face in implementing technology development and transfer. It also explores what changes to existing technology and financial institutions could lessen these barriers and challenges. The Vice-Chair would like to bring this paper to the attention of the Advisory Board and the CTCN.

10189IIED	<i>Least Developed countries' experiences with the UNFCCC technology mechanism</i> http://pubs.iied.org/10189IIED/
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Action: The Advisory Board may wish to consider any other matters raised, and agree on any follow-up action, as appropriate.

13. Advisory Board administrative matters

13a) Election of new Chair and Vice-Chair

Based on the background information provided by the Chair under agenda item 2e), the Advisory Board shall elect a Chair from among its non-Annex I government members and a Vice-Chair from among its Annex I government members for a term of one year each. At the end of the 11th Advisory Board meeting, the one year terms of the new Chair and new Vice-Chair shall start.

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

13b) 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 fall meeting of the TEC (TEC17) which is tentatively scheduled for 25-28

September 2018 and the need to report to COP24 which is scheduled from 3-14 December 2018.

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

13c) Remote participation at meetings

In an effort to enhance efficiency and reduce the environmental footprint of Advisory Board meetings, a proposal for virtual participation at Advisory Board meetings was presented at the Advisory Board's 10th meeting. The Advisory Board was not prepared to endorse the proposal but agreed to a stepwise process towards virtual participation beginning with accommodating individuals when requested. At the request of the Advisory Board, the CTCN has prepared a paper on virtual participation procedures.

Action: The Advisory Board is invited to provide guidance on the virtual participation procedures paper.

AB/2018/11/13.1	<i>Virtual participation procedures paper</i>
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14. Closure of the meeting

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

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

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

Day 1 (7 March)	
12:00 – 13:00	Registration
13:00 – 13:10	Agenda item 1 – Opening of the meeting
13:10 – 13:45	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
13:45 – 14:15	Agenda item 3 – Report of the CTCN Director on CTCN activities since the last meeting a) CTCN activities
14:15 – 15:45	Agenda item 4 – Outcomes of relevant meetings and events a) COP 23 (6-17 November 2017) b) Adaptation Committee, 12 th meeting (19-22 September 2017) and 13 th meeting (27 February – 2 March 2018) c) Standing Committee on Finance, 16 th meeting (18-21 September 2017) d) Green Climate Fund Board meeting B.18 (30 September – 2 October 2017) and B.19 (27 February – 1 March 2018)
15:45 – 16:15	<i>Coffee break</i>
16:15 – 16:45	Agenda item 5 – Matters relating to the Convention's Technology Mechanism a) Debriefing from the 15 th meeting of the Technology Executive Committee including update on its RD&D activities
16:45 – 17:30	Agenda item 6 – Independent Review of the CTCN – management response to SBI48
17:30 – 18:30	Information Session – CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers (part 1)
19:00	<i>Reception</i>
Day 2 (8 March)	
9:00 – 10:00	Information Session – CTCN Experiences: Perspectives of NDEs and Technical Assistance Providers (part 2)
10:00 – 10:15	<i>Coffee break</i>
10:15 – 12:30	Agenda item 6 – Independent Review of the CTCN – management response to SBI48 (continued)
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Agenda item 7 – CTCN engagement on RD&D
14:30 – 16:30	Agenda item 8 – Vision for CTCN
16:30 – 17:00	<i>Coffee break</i>
17:00 – 18:00	Agenda item 9 – TNAs and the CTCN
Day 3 (9 March)	
9:00 – 10:00	Agenda item 10 – Monitoring and Evaluation
10:00 – 10:30	<i>Coffee</i>
10:30 – 11:30	Agenda item 11 – CTCN financial matters a) Financial updates on CTCN operations b) Mobilization of resources to meet the costs associated with the CTCN

11:30 – 13:00	Agenda item 12 – Other matters
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Agenda item 12 – Other matters (continued)
14:30 – 14:55	Agenda item 13 – Advisory Board administrative matters c) Election of new Chair and Vice-Chair d) Date and venue of the next meeting e) Remote participation at meetings
14:55 – 15:00	Agenda item 14 – Closure of the meeting