

CTCN Annual Operating Plan and Budget - 2019

I. Introduction

1. The Annual Operating Plan for 2019 links the Programme of Work for 2019-2022 with the activities undertaken by the CTCN to deliver on its mandate from the UNFCCC. The Plan provides an overview of the impact it will achieve at its three levels of engagement (national/sub-national, regional/sub-regional, global), and then provides specifics as to activities and target outputs according to its three key service areas (technical assistance, capacity building and networking, and fostering access to information).
2. The CTCN confirms the country-driven nature of its activities and will continue to provide its services along the entire technology cycle in order to achieve the outcomes described in the Programme of Work, ultimately providing support to developing countries for the implementation of their National Determined Contributions.
3. Two cross-cutting themes will continue to be integrated throughout the activities of the CTCN: 1. Gender considerations will remain an important element of the CTCN's services, and will be integrated through the CTCN Gender Policy and Action Plan; 2. Engagement of the Private Sector will become a renewed priority as the CTCN seeks to scale-up the impact of its operations by creating increased opportunities for stakeholder engagement.
4. All of these actions will be supported by increased action to monitor, evaluate, and communicate the impacts of its work.
5. In developing the second Programme of Work and this Annual Operating Plan, the CTCN has taken into consideration the recommendations included in the independent review of the effective implementation of the Climate Technology Centre and Network commissioned by the Climate Convention Secretariat as well as the recommendations included in donor reviews.
6. In response to these recommendations, the following systemic changes in operating procedures will be phased in over the course of 2019:
 - Technical assistance templates and reports will be revised in order to (1) ensure more consistent and reliable impact reporting, (2) support stronger engagement with, and feedback from, NDEs, and (3) describe how CTCN support is reflected in broader national planning and budgeting processes.
 - Reporting procedures for CTCN activities, including to donors, will be revised in order to facilitate ease in assessing the timeliness and effectiveness of CTCN actions. This will include uniform and

systematic annual reports to the Advisory Board corresponding to the Annual Operating Plans (AOPs) and the CTCN Programme of Work.

- Additional attention will be given to results-based management including through building staff capacity, aligning financial planning and reporting to expected results, and further refining the theory of change to match actions to intended impacts.
- The transparency of CTCN funding arrangements will be strengthened and communication on impacts will be enhanced.

II. LEVELS OF ENGAGEMENT

National Level

7. In line with the regional approach defined by the CTCN and described in the Programme of Work, the CTCN is now organized with regional teams responsible for all activities in relevant countries to increase the efficiency and coherence of the delivery of its services.
8. National Designated Entities will be engaged more regularly by regional teams and empowered – also through the Incubator Programme in Least Developed Countries and Small Island Developing States – to ensure CTCN activities are consistent with national climate priorities and projects, including those originating from other focal points of relevant processes under the Climate Convention and the Paris Agreement. The CTCN will continue to create opportunities for National Designated Entities to discuss priorities and identify synergies with National Designated Authorities of the Green Climate Fund, and National and Operational Focal Points of the Global Environment Facility to ensure climate technology financing is accessed coherently. Catalysing large investments in climate technologies through support for bankable technology projects and enabling environment for investments from the private sector remains a priority, as does the identification and communication of co-benefits of CTCN interventions.
9. The CTCN knowledge portal (www.ctc-n.org) will maintain an updated set of information on technical assistance, capacity building, national plans, and publications searchable by country. In addition, the CTCN will outreach to national media and provide communication materials at the request of the National Designated Entity.
10. The CTCN will continue to respond in a timely and appropriate manner to the requests for technical assistance from developing country NDEs. It will provide developing countries with high quality technical assistance to facilitate the transfer and dissemination of technologies for enhancing low emissions and climate resilient development in line with their national circumstances and priorities as articulated in their Nationally Determined Contributions and National Adaptation Plans.

Additionally, the CTCN will encourage developing countries to consider submitting technical assistance requests in areas that advance regional priorities as identified through UNFCCC bodies and processes.

11. Consistent with COP decisions and guidance of the Advisory Board to be demand driven and user-friendly, the CTCN will continue to provide technical assistance, upon request, in the comprehensive breadth of the climate technologies' taxonomy and of the technology innovation cycle. These climate technologies and the innovation cycle span the continuum between 'hard' and 'soft' technologies, and involve traditional, modern and high-tech solutions. Capacity building activities, including training of trainers in priority sectors will remain available, and a stronger emphasis will be placed on mainstreaming and integrating climate technologies in developing countries small and medium enterprises (SMEs)
12. Fast Technical Assistance (FTA) will be prioritized in responding to requests that are strategic, time sensitive, and smaller in scope and hence shorter in duration. Fast Technical Assistance requests allows the CTC to increase the number of requests to which it can respond and therefore the number of countries it can serve. Experience has shown that the CTCN spends a large amount of time in refining requests from countries. The FTA approach can contribute to smooth that process through the help of an expert advice. Moreover it could lead to the preparation of subsequent larger requests—including regional efforts – and to the preparation of ToRs and concept notes able to scale-up the initial CTCN intervention.

Regional Level

13. The United Nations' Agenda 2030 acknowledges "the importance of the regional and sub-regional dimensions, regional economic integration and interconnectivity in sustainable development. Regional and sub-regional frameworks can facilitate the effective translation of sustainable development policies into concrete action at national level".
14. The CTCN will continue to engage National Designated Entities at the sub-regional and regional levels promoting identification of climate technology priorities and fostering peer learning. Regional partnerships will be supported to encourage south – south cooperation and the deployment of endogenous technologies. The CTCN Regional Fora for National Designated Entities will remain focused at these objectives, while looking to maximize the engagement of focal points from other processes under the convention, and the private sector. Regional knowledge networks will be facilitated through the CTCN Knowledge Management System to share best practices and lessons learnt, and maintain stakeholder engagement over-time.
15. Multi-country requests will be encouraged where conditions allow to maximize the impact of CTCN activities. The CTCN will continue to promote enabling environment at the regional level for the

uptake of climate technologies and will increase its efforts to mobilize the private sector through de-risking mechanisms and facilitating credit enhancement for climate related investments.

16. The CTCN will develop and implement regionally tailored communications strategies through social media and collaboration with regional partners.

Global Level

17. The CTCN has been tasked by the UNFCCC to convey its national and regional experiences at the international level while engaging with the Technology Executive Committee, and other bodies and processes under the Convention and the Paris Agreement. As such, the CTCN will continue to share lessons learnt, case studies, and trends attained through its technical assistance and capacity building activities so to inform policy guidance, and best practices in areas related to climate technology research, development, demonstration, and deployment.
18. Similarly, the Technology and Financial Mechanisms under the Convention, has been requested to strengthen their collaboration so as to increase the coherence of the support provided to countries, and ensure that support for technology planning processes is available and sound technology considerations are included into the actual funded projects. The CTCN will therefore continue to promote cooperation between National Designated Entities, GCF National Designated Authorities, and GEF National and Operational Focal Points, and to engage with the Green Climate Fund through its Readiness Support Programme as a way to foster coherence of actions. Areas of cooperation with the GEF will continue to be explored also through the engagement of CTCN Advisory Board members and members of the GEF Council.
19. The CTCN will continue to refine and enforce its framework to monitor and evaluate the effectiveness of the assistance it provides to countries. The CTCN aims at ensuring its support is targeted towards activities that demonstrate concrete quantitative impact or new and transformative policies and measures. It will do so, also through a Monitor and Evaluation section in the CTCN Knowledge Management System that enables an easier and more consistent way to capture key data.
20. The CTCN will continue to collect, curate, and share best practices, case studies, and lessons learnt from a variety of stakeholders through its knowledge management system, and will work to further share the access to the wealth of information available, including by continuing to develop summaries of the technical assistances and capacity building activities it provides to countries.
21. Mobilization of resources for supporting the operation of the CTCN will also be reinforced as described in the resource mobilization strategy presented at the 11th meeting of the Advisory Board. Specific steps that will be implemented in 2019 to support strengthened resource mobilization include:
 - Strengthening cooperation with bilateral programmes and multilateral (including regional) organizations to contribute in-kind and pro bono support to CTCN activities;

- Establishing clear annual targets for resource mobilization;
- Identifying roles and responsibilities for resource mobilization, including through explicit resource mobilization tasks within the annual work plans of CTCN staff;
- Establishing a platform for dialogue with funding partners to enhance transparency with regard to operations, administrations, funding agreements, and impacts.

III. ACTIVITIES UNDERTAKEN BY PRIORITY AREA

A. Technical Assistance

1. CTCN analyzes NDCs, NAPs, TNAs and other planning documents to identify technologies with the potential for transformative impact
2. CTCN performs feasibility studies and supports the piloting of appropriate technologies as part of its technical assistance
3. CTCN supports through its technical assistance the preparation of climate technology business plans and roadmaps
4. CTCN produces high quality, investible proposals
5. CTCN utilizes gender action plans and tools in developing and implementing technical assistance and capacity building at the national level
6. CTCN technical assistance tests the feasibility and appropriateness of climate technologies
7. CTCN technical assistance quantifies the economic impact of adaptation and mitigation technologies CTCN prepares response plans to Technical Assistance that are well designed and appropriate to country circumstances, needs, and priorities
8. CTCN supports the identification of regional needs and opportunities, and accordingly designs TA strategically to maximize impact
9. CTCN incorporates a mandatory gender action plan and tool in developing and implementing regional technical assistance
10. CTCN supports the establishment of best practice on benchmarking and national standards through its technical assistance
11. CTCN facilitates the exchange of experiences on climate technology policy and regulations

B. Strengthening Networks, Partnerships and Capacity Building

1. CTCN engages with bi-lateral and multi-lateral funding agencies through targeted partnerships on priority mitigation and adaptation themes
2. CTCN supports collaboration between NDE's, NDAs and other climate focal points to ensure coherence in climate technology financing.
3. CTCN produces communication material targeted for a private sector audience
4. CTCN identifies and shares examples of new market creation through its technical assistance

5. CTCN supports the collection and availability of case studies on benefits of investment in climate action for businesses/ institutions
6. CTCN provides input to GCF support for climate technology incubators and accelerators
7. CTCN engages in the definition of operational modalities between UNFCCC TM and FM to continue building trust and operational relationships.

C. Fostering collaboration through access to information

1. The CTCN knowledge portal (www.ctc-n.org) will maintain an updated set of information on technical assistance, capacity building, national plans, and publications searchable by country.
2. CTC articulates an approach to regional stakeholder engagement that provides a diversity of views and expertise, including at local levels, with a view to creating/enhancing enabling environments
3. CTCN implements regionally tailored communications strategies utilizing social media and collaboration with regional partners
4. CTCN generates, gathers and shares best practice examples on its website.
5. CTCN organizes regional meetings to raise awareness of available support
6. CTCN implements its international communication strategy in order to promote use of CTCN services, donor engagement, public-private partnership collaboration, and demonstration of technology transfer activities and outcomes
7. The CTCN facilitates gender-responsive climate action through collaboration with key gender and climate stakeholders, making available relevant information resources through an online gender hub, and developing and implementing external and internal guidance on gender mainstreaming.
8. CTCN gathers, generates and shares climate technology information through collaboration with key knowledge partners and dissemination through the ctc-n.org knowledge portal

Target outputs for 2019

Output	Target
A. Technical Assistance	
TA requests with response plans under design	30-40
TA requests under implementation and concluded	25-35
Fast Technical Assistance implemented	25-40
B. Outreach, Networking and Stakeholder Engagement	
Number of thematic events hosted	4-6
Number of Private Sector Engagement Events hosted	10-12
Number of social media followers	2500
Number of network members with gender expertise	20-25
Number of trained CTCN NDEs	80-100
New Network institutions	60-75
Number of TA requests implemented by Network members	20-25
CTCN-produced materials on technical assistance	25-30
C. Knowledge Management, peer learning and capacity building	
Regional Forums organized	3-5
Thematic programme training sessions organized	10-12
National events supported	20-25
Online tools and information materials, including coverage of lessons and best practices captured	3000
Number of knowledge partners contributing to KMS	25-30
Number of relevant online resources incorporating gender	100
Number of trained CTCN clients	500
Annual number of KMS site visits	100000
Webinars organized	10-12
Number of new countries enrolled in the Incubator Programme	10
Number of Secondees	4

Draft 2019 CTCN Budget

Main Component	2018 BUDGET	2019 BUDGET
1. Technical assistance in response to country requests		
Requests coordination, refinement, support	540 000	590 000
Requests implementation (including Ask an Expert Service)	4 360 000	4 460 000
TOTAL	4 900 000	5 050 000
2. Outreach, networking and stakeholder engagement		
Outreach and Communication	120 000	200 000
CTCN NDEs and Networking Engagement	410 000	550 000
Stakeholder Engagement	180 000	180 000
TOTAL	710 000	930 000
3. Knowledge Management, peer learning and capacity building		
KMS Technical and Content Development	180 000	300 000
KMS Content Development	290 000	
Capacity Building activities and material	470 000	470 000
Monitor and Evaluation	60 000	60 000
TOTAL	1 000 000	830 000
4. CTC operation costs		
CTC operations	2 300 000	2 200 000
AB Meetings and other UN meetings	200 000	200 000
TOTAL	2 500 000	2 400 000
GRAND TOTAL³	9 110 000	9 210 000
ESTIMATED PROGRAMME SUPPORT COST	850 000	Average PSC to be calculated
GRAND TOTAL INCLUDING PSC	9 960 000	