

**CTCN Advisory Board Task Force Update Brief:
Summary of June 22, 2019 call**

Advisory Board members in attendance	
Ms. Orly Jacob	Mr. Hamid Abakar Souleymane
Mr. Omedi Moses Jura	Mr. Spencer Thomas
Mr. Matthew Kennedy	Mr. Kenichi Wada
Mr. Erwin Rose	Mr. Ping Zhong
Mr. Henrique Schneider	

Other participants: Mr. Gaetan Quesne (M&E; Baastel); Ms. Alla Metelitsa (UNIDO) ; Mr. Tomoo Machiba (CTCN); Mr. Scott Willis (CTCN)

Agenda

1. Monitoring & Evaluation: progress report
2. GEF update & CTCN Submission to GEF report to COP25
3. Preparation for AB14
4. Terms of Reference for the task force (see Annex I)

Summary

1. Mr. Kennedy, Chair of the AB task force, introduced the topics and objectives of the call as noted in the Agenda. He also brought to the proposed terms of reference (ToR) to the attention of Board members on the call for their review and information. The ToR for the AB task force are included as Annex I.
2. Mr. Gaetan Quesne delivered an overview of his work thus far in developing an enhanced monitoring and evaluation framework to capture the impact of the activities of the CTCN as well as those undertaken jointly with the TEC. He presented a Theory of Change aligned with the technology framework and the services of the CTCN, as well as plans for a results framework including the set of selected indicators for each CTCN service, their targets and assumptions. Mr. Quesne outlined the function of the proposed Performance Measurement Framework that would specify a baseline, target, means and sources of data collection for each indicator, as well as proposed procedures and guidelines to apply the M&E framework for both TA and non-TA activities of the CTCN, and how this would inform CTCN reporting. It was agreed that Mr. Quesne would present the M&E framework at AB14.
3. Ms. Alla Metelitsa presented an update on discussions with the Global Environment Facility (GEF), including on a declined submission for a large-sized project from the GEF-7 global set-aside. It also sought guidance on its contribution to an update on focal point collaboration as called for in Decision 10/CP.23 paragraph 13.a). The task force suggested an honest but optimistic approach, and it was agreed that the Secretariat would circulate its submission among the Board prior to submission to the GEF in mid-July.

4. The Secretariat provided an update on preparations for AB14 and discussed how document timelines would be impacted by the timing of the development of the M&E system (needed for format of Annual Operating Plan) as well as the arrival of the new CTCN Director (to enable her informed input into strategic matters to be discussed at the Board meeting in September) as well as additional reporting requirements for the Joint Annual Report of the CTCN and the impact it would have on the way in which information was presented in order to balance COP guidance on reporting with word counts on documents for consideration by Parties at the COP.

Annex I

CTCN Advisory Board Task Force Terms of Reference

Background

At the Ninth meeting of the CTCN Advisory Board it was agreed to convene a taskforce(s) with the objective of strengthening the intersessional communication and exchange of information between the CTCN and its Advisory Board in order to enhance the effectiveness of CTCN operations.

It was tentatively agreed that a number of areas could be considered by the Task Force in 2019. These include, but are not limited to:

- Review draft elements of documents to be considered at AB14, as available and appropriate, to ensure coherence with COP and AB guidance and conformity with the CTCN Programme of Work;
- Recommend options for new sources of funding and funding models; provide input into potential CTCN donor visit schedule; identify other possible sources of finance with the aim of increasing the predictability and sustainability of CTCN funding, including through collaboration with the Financial Mechanism of the Convention;
- Review outputs of CTCN Monitoring & Evaluation consultant;
- Consider strategies to strengthen engagement with Annex I National Designated Entities and to grow and deepen CTCN engagement with the Network.

Proposed Actions:

To guide/inform the establishment of the Task Force(s) by

- Agreeing Terms of Reference and indicative priority areas for consideration by for the Advisory Board Task Force¹, including a timetable for consideration;
- Establishing modalities for intersessional collaboration to take place between each meeting of the Advisory Board, as needed.

1. Task Force Terms of Reference:

The CTCN Advisory Board Task Force shall:

- i. Convene on an ad-hoc basis to provide guidance to the Climate Technology Centre, in line with the functions contained in decision 2/CP.17, annex VII, paragraphs 8 and 9;
- ii. Advise, through the Advisory Board, the CTCN Secretariat on the implementation of its terms of reference (Annex VII of 2/CP.17), its Programme of Work, and any additional guidance provided by the COP;
- iii. Agree, at the conclusion of each Advisory Board meeting, an indicative but not exhaustive list of topics to be discussed intersessionally and reported on at the next meeting of the Advisory Board;
- iv. Revise these terms of reference on an annual basis, as appropriate and necessary.

¹ The CTCN AB Task Force is understood to include all members of the Advisory Board unless otherwise agreed by the Board during a meeting of the full Advisory Board.

2. Modalities for intersessional collaboration

The CTCN Advisory Board Task Force shall:

- i. Use conference calls as its default means of communication for Task Force meetings;
- ii. Consider alternate methodologies for collaboration, including online review and in-person meetings on the margins of UNFCCC sessional discussions, as appropriate;
- iii. Agree on the date and form of its next meeting at the conclusion of each meeting.

3. Proposed indicative timeline for AB Task Force meetings in 2019

- i. In-person meeting on the margins of SB50: June 22, 13.15-14.45.
- ii. Conference call: between AB14 and COP25