

59. The Chair or the Vice-Chair will open the floor for intervention by observers at least once per meeting. In addition observers may, upon invitation from the Chair or the Vice-Chair and if members raise no objection, make presentations relating to matters under consideration by the Board.

XIII. Use of electronic means of communication

60. The Board will use electronic means of communication to facilitate work between meetings and to take decisions as described in paragraphs 45–48 above.

XIV. Amendments to the rules of procedure

61. These rules of procedure may be amended by the Board in accordance with paragraphs 41–43 above and to be effective must be approved formally by the COP. Pending formal approval, the Board may decide to apply the amendment provisionally.

XV. Overriding authority of the Convention

62. In the event of any conflict between any provisions of these rules and any provision of the Convention, the Convention shall take precedence.

*10th plenary meeting
22 November 2013*

TECHNOLOGY DECISIONS

United Nations Framework Convention on Climate Change
Finance, Technology and Capacity-building,
Technology sub-programme
May, 2014

Also available on TT:Clear: ttclear.unfccc.int



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3(a) above from non-Annex I Parties and no objections from members referred to in paragraph 3(a) and (b) above.

49. Each member referred to in paragraph 3(a) and (b) above shall have one vote. For the purpose of this rule, the phrase “members present and voting” means members referred to in paragraph 3(a) and (b) above that are present at the meeting at which voting takes place, and casting an affirmative or negative vote.

X. Working language

50. The working language of the Board shall be English.

XI. Participation of expert advisors at meetings

51. The Advisory Board will invite expert observers to attend meetings based on specific requirements of the agenda.

52. The Chair may, in consultation with the Vice-Chair and members of the Board, invite representatives of intergovernmental and international organizations as well as the private sector and civil society to participate in the meeting of the Board as expert advisors on specific matters under consideration by the Board.

53. Secretary shall assist in identifying and arranging participation of expert observers as per the Board’s request.

XII. Participation of observers

54. The meetings of the Board shall be open to attendance as observers, by Parties, the Secretary, and accredited members of observer organizations, except where otherwise decided by the Board.

55. The Board may decide on additional procedures for the participation of observer organizations other than those accredited to the UNFCCC.

56. The Board may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

57. The Board may decide at any time that a meeting or part thereof should be closed to observers.

58. The Secretary shall notify observers of the date and venue of the meeting that they may attend. Observers shall notify the Secretary at least two weeks in advance of a meeting of their intention to attend.

39. The Board shall, at the beginning of each meeting, adopt the meeting agenda.

40. Any item included in the agenda for a meeting of the Board, consideration of which has not been completed at that meeting, shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Board.

IX. Decision-making

41. Decisions of the Board will be taken by consensus of the Board members referred to in paragraph 3(a) and (b) above.

42. The Chair or Vice-Chair shall ascertain whether consensus has been reached. The Chair or Vice-Chair shall declare that a consensus does not exist if there is a stated objection to the proposed decision under consideration by a member of the Board referred to in paragraph 41 above.

43. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a three-fourths majority of the members referred to in paragraph 41 above present and voting at the meeting. Members abstaining from voting shall be considered as not voting in determining the majority.

44. The Chair or Vice-Chair shall ensure quorum, as defined in section VII, before conducting a vote.

45. Decisions outside of official meetings may occur on an extraordinary basis when, in the judgement of the Chair and Vice-Chair, a decision must be taken by the Board that should not be postponed until the next meeting of the Board.

46. The Secretary, with the approval of the Chair and the Vice-Chair, shall transmit to each member a proposed decision with an invitation to approve the decision.

47. Each member's comments on the proposed decision shall be sent to the Secretary, and made available to all members including the attribution of those comments, during such period as the Secretary may prescribe, provided that such period is no less than two weeks.

48. At the expiration of the comments period, the decision shall be approved if there are a minimum of five votes in favour from members referred to in paragraph 3(a) above from Annex I Parties and five votes in favour from members referred to in paragraph

Decision 1/CP.16

The Cancun Agreements: Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention

IV. Finance, technology and capacity-building B. Technology development and transfer

The Conference of the Parties,

Recalling the commitments under the Convention, in particular Article 4, paragraphs 1, 3, 5, 7, 8 and 9,

Confirming the importance of promoting and enhancing national and international cooperative action on the development and transfer of environmentally sound technologies to developing country Parties to support action on mitigation and adaptation now, up to and beyond 2012, in order to achieve the ultimate objective of the Convention,

Recognizing that an early and rapid reduction in emissions and the urgent need to adapt to the adverse impacts of climate change require large-scale diffusion and transfer of, or access to, environmentally sound technologies,

Stressing the need for effective mechanisms, enhanced means, appropriate enabling environments and the removal of obstacles to the scaling up of the development and transfer of technology to developing country Parties,

113. *Decides* that the objective of enhanced action on technology development and transfer is to support action on mitigation and adaptation in order to achieve the full implementation of the Convention;

114. *Also decides* that, in pursuit of this objective, technology needs must be nationally determined, based on national circumstances and priorities;

115. *Further decides* to accelerate action consistent with international obligations, at different stages of the technology cycle, including research and development, demonstration, deployment, diffusion and transfer of technology (hereinafter referred in this decision as technology development and transfer) in support of action on mitigation and adaptation;

116. *Encourages* Parties, in the context of Article 4, paragraphs 1(c) and 5, of the Convention and consistent with their respective capabilities and national circumstances and priorities, to undertake domestic actions identified through country-driven approaches, to engage in bilateral and multilateral cooperative activities on technology development and transfer and to increase private and public research, development and demonstration in relation to technologies for mitigation and adaptation;

117. *Decides* to establish a Technology Mechanism to facilitate the implementation of actions for achieving the objective referred to in paragraphs 113–115 above, under the guidance of and accountable to the Conference of the Parties, which will consist of the following components:

(a) A Technology Executive Committee, to undertake the functions contained in paragraph 121 below;

(b) A Climate Technology Centre and Network, to undertake the functions contained in paragraph 123 below;

118. *Also decides* that the Technology Executive Committee and the Climate Technology Centre and Network, consistent with their respective functions, should facilitate the effective implementation of the Technology Mechanism, under the guidance of the Conference of the Parties;

119. *Further decides* that the Technology Executive Committee shall further implement the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

120. *Decides* that priority areas that could be considered under the Convention may include:

(a) Development and enhancement of the endogenous capacities and technologies of developing country Parties, including cooperative research, development and demonstration programmes;

(b) Deployment and diffusion of environmentally sound technologies and knowhow in developing country Parties;

(c) Increased public and private investment in technology development, deployment, diffusion and transfer;

29. Members are requested to confirm their attendance at meetings of the Board as early as possible and at least four weeks prior to that meeting.

30. The Chair and the Vice-Chair, with the assistance of the Secretary, will decide on the organization of a planned meeting if confirmation by members does not ensure quorum, as defined in section VII.

VII. Quorum

31. At least 11 of the Board members referred to in paragraph 3(a) above must be present to constitute a quorum, with a minimum of five being from Annex I Parties and a minimum of five being from non-Annex I Parties.

32. The quorum shall be verified by the Chair at the time of the adoption of decisions by the Board.

VIII. Agenda and documents for meetings

33. The Chair of the Board shall, in consultation with the Vice-Chair and assisted by the Secretary, prepare the provisional agenda for each meeting as well as a draft report of the meeting.

34. The provisional agenda for each meeting shall be transmitted to members at least four weeks in advance of the meeting.

35. Members may propose additions or changes to the provisional agenda, in writing, to the Secretary within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the Secretary in agreement with the Chair and the Vice-Chair.

36. The Secretary shall indicate the administrative and financial implications of all substantive items on the proposed agenda.

37. The Secretary shall transmit the provisional annotated agenda and any supporting documentation to the members at least two weeks prior to that meeting. Documents may be transmitted after that date with the approval of the Chair and the Vice-Chair.

38. Documents for a meeting of the Board shall be published on the CTCN website at least one week prior to that meeting, unless it has been decided by the Chair and Vice-Chair that the documentation should be restricted to protect confidential information.

(a) Making the necessary arrangements for the meetings of the Board, including announcing meetings, issuing invitations and making available the documents for meetings;

(b) Maintaining meeting records and arranging for the storage and preservation of documents of meetings;

(c) Making available to the public documents of the meetings of the Board, unless a specific document is deemed confidential by the Board.

23. The Secretary shall be responsible for facilitating the tracking of the implementation of decisions on actions taken by the Board and report on the progress of these actions between meetings and at each meeting of the Board.

24. In addition, the Secretary shall facilitate support that the Board may require or that the COP may direct with respect to the work of the Board.

VI. Meetings

25. The Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities.

26. The meetings of the Board shall take place at the premises of the CTC, unless otherwise decided by the Board and subject to the necessary arrangements being made by the Secretary in consultation with the Chair and the Vice-Chair. Decisions on the location of meetings other than at the premises of the CTC shall take into account the benefits of venue rotation, particularly in developing countries and facilitating the participation of key stakeholders.

27. At the first Board meeting of each calendar year, the Chair, in consultation with the Vice-Chair, shall propose, for the approval of the Board, a provisional schedule of meetings for that calendar year.

28. If changes to the schedule or additional meetings are required, the Secretary shall notify members of the dates and venues of those meetings by circulating a notification and posting such information on the CTCN website at least eight weeks prior to that meeting. Where it is essential to facilitate the work of the Board, the Chair and Vice-Chair may decide to shorten the notification period.

(d) Deployment of soft and hard technologies for the implementation of adaptation and mitigation actions;

(e) Improved climate change observation systems and related information management;

(f) Strengthening of national systems of innovation and technology innovation centres;

(g) Development and implementation of national technology plans for mitigation and adaptation;

121. *Also decides* that the functions of the Technology Executive Committee shall be to:

(a) Provide an overview of technological needs and analysis of policy and technical issues related to the development and transfer of technologies for mitigation and adaptation;

(b) Consider and recommend actions to promote technology development and transfer, in order to accelerate action on mitigation and adaptation;

(c) Recommend guidance on policies and programme priorities related to technology development and transfer with special consideration given to the least developed country Parties;

(d) Promote and facilitate collaboration on the development and transfer of technologies for mitigation and adaptation between governments, the private sector, non-profit organizations and academic and research communities;

(e) Recommend actions to address the barriers to technology development and transfer in order to enable enhanced action on mitigation and adaptation;

(f) Seek cooperation with relevant international technology initiatives, stakeholders and organizations, and promote coherence and cooperation across technology activities, including activities under and outside of the Convention;

(g) Catalyse the development and use of technology road maps or action plans at the international, regional and national levels through cooperation between relevant stakeholders, particularly governments and relevant organizations or bodies, including the development of best practice guidelines as facilitative tools for action on mitigation and adaptation;

122. *Further decides* that the Technology Executive Committee shall have the mandate and composition as contained in appendix IV to this decision;

123. *Decides* that the Climate Technology Centre shall facilitate a network of national, regional, sectoral and international technology networks, organizations and initiatives with a view to engaging the participants of the Network effectively in the following functions:

(a) At the request of a developing country Party:

(i) Providing advice and support related to the identification of technology needs and the implementation of environmentally sound technologies, practices and processes;

(ii) Facilitating the provision of information, training and support for programmes to build or strengthen capacity of developing countries to identify technology options, make technology choices and operate, maintain and adapt technology;

(iii) Facilitating prompt action on the deployment of existing technology in developing country Parties based on identified needs;

(b) Stimulating and encouraging, through collaboration with the private sector, public institutions, academia and research institutions, the development and transfer of existing and emerging environmentally sound technologies, as well as opportunities for North–South, South–South and triangular technology cooperation;

(c) Facilitating a network of national, regional, sectoral and international technology centres, networks, organization and initiatives with a view to:

(i) Enhancing cooperation with national, regional and international technology centres and relevant national institutions;

(ii) Facilitating international partnerships among public and private stakeholders to accelerate the innovation and diffusion of environmentally sound technologies to developing country Parties;

meeting of the following calendar year. The positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party. After the Chair completes her or his term, the Vice-Chair shall be elected as the Chair, and another member shall be elected as Vice-Chair.

13. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other members identified in paragraph 3(a) above designated by the Board shall temporarily serve as the Chair of that meeting.

14. If the Chair or the Vice-Chair is unable to complete the term of office, the Board shall elect a replacement to complete the term of office, taking into account paragraph 12 above.

15. The Chair and the Vice-Chair shall collaborate in chairing meetings of the Board and in executing the work of the Board throughout the year so as to ensure coherence between meetings.

16. The Chair shall, *inter alia*, declare the opening and closing of the meeting, ensure the observance of these rules, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.

17. The Chair and/or the Vice-Chair, or any member designated by the Board, shall report to the COP, to the Subsidiary Body for Implementation, and/or to the Subsidiary Body for Scientific and Technological Advice on behalf of the Board.

18. The Chair and/or the Vice-Chair, or any member designated by the Board, shall represent the Board at external meetings and shall report back to the Board on those meetings.

19. The Board may further define additional roles and responsibilities for the Chair and Vice-Chair.

20. The Chair and the Vice-Chair in the exercise of their functions remain under the authority of the Board.

V. Secretary

21. The Director of the CTCN shall be the Secretary of the Board.

22. The Secretary shall be responsible for facilitating and providing support to:

(a) Half of the members shall be elected initially for a term of three years and half shall be elected for a term of two years;

(b) Thereafter, the COP shall elect half of the members every year for a term of two years;

(c) The members shall remain in office until their successors are elected.

6. If a government representative of the Board resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Board may decide, bearing in mind the proximity of the next session of the COP, to appoint another representative from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.

7. The members of the Board referred to in paragraph 3(b) above shall serve in accordance with their term of office.

8. The members of the Board referred to in paragraph 3(c), (d) and (e) above shall serve in accordance with their term of office.

9. The members of the Board referred to in paragraph 3(g) above shall be eligible to serve for a maximum term of office of one year.

10. The term of office of a member shall start at the first meeting of the Board in the calendar year following his or her election and shall end immediately before the first meeting of the Board in the calendar year following the term ends, as applicable two or three years thereafter.

11. If a member is unable to participate in two consecutive meetings of the Board or is unable to perform the functions and tasks set out by the Board, the Chair of the Advisory Board will bring this matter to the attention of the Advisory Board and will seek clarification from the regional group that nominated that member on the status of his or her membership.

IV. Chair and Vice-Chair

12. The Advisory Board shall elect annually a Chair and a Vice-Chair from among the members referred to in paragraph 3(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The term shall start at the end of first meeting of the calendar year until the end of first

(iii) Providing, at the request of a developing country Party, in-country technical assistance and training to support identified technology actions in developing country Parties;

(iv) Stimulating the establishment of twinning centre arrangements to promote North–South, South–South and triangular partnerships, with a view to encouraging cooperative research and development;

(v) Identifying, disseminating and assisting with developing analytical tools, policies and best practices for country-driven planning to support the dissemination of environmentally sound technologies;

(d) Performing other such activities as may be necessary to carry out its functions;

124. *Also decides* to terminate the mandate of the Expert Group on Technology Transfer at the conclusion of the sixteenth session of the Conference of the Parties;

125. *Further decides* that the Technology Executive Committee shall convene its first meeting as soon as practicable following the election of its members and shall elaborate its modalities and procedures taking into account the need to achieve coherence and maintain interactions with other relevant institutional arrangements under and outside of the Convention, for consideration by the Conference of the Parties at its seventeenth session;

126. *Decides* that the Technology Executive Committee and the Climate Technology Centre and Network shall report, on an interim basis⁹ and without prejudice to the relationship between the Technology Executive Committee and the Climate Technology Centre and Network as referred to in paragraph 128 (a) below to the Conference of the Parties, through the subsidiary bodies, on their respective activities and the performance of their respective functions;

127. *Also decides* that the Climate Technology Centre and Network and the Technology Executive Committee shall relate so as to promote coherence and synergy;

⁹ Until there is a decision on the issues contained in paragraph 128 (a) below.

Work programme for the Ad Hoc Working Group on Long-term Cooperative Action under the Convention in 2011 on technology development and transfer

128. *Underlines* the importance of continued dialogue among Parties in 2011 through the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, including on the following matters, with a view to the Conference of the Parties taking a decision at its seventeenth session, in order to make the Technology Mechanism fully operational in 2012:

(a) The relationship between the Technology Executive Committee and the Climate Technology Centre and Network, and their reporting lines;

(b) The governance structure of and terms of reference for the Climate Technology Centre and Network and how the Climate Technology Centre will relate to the Network, drawing upon the results of the workshop referred to in paragraph 129 below;

(c) The procedure for calls for proposals and the criteria to be used to evaluate and select the host of the Climate Technology Centre and Network;

(d) The potential links between the Technology Mechanism and the financial mechanism;

(e) Consideration of additional functions for the Technology Executive Committee and the Climate Technology Centre and Network;

129. *Requests* the Ad Hoc Working Group on Long-term Cooperative Action under the Convention to convene an expert workshop, in conjunction with one of its sessions in 2011, on the matters contained in paragraph 128 above, drawing upon the preliminary work undertaken by the Expert Group on Technology Transfer, and to report on the results of this workshop at that session;

(a) Sixteen government representatives, comprising equal representation from Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties);

(b) The Chair and the Vice-Chair of the Technology Executive Committee (TEC) in their official capacity as TEC representatives;

(c) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Green Climate Fund Board in his/her official capacity as a Green Climate Fund representative;

(d) The Chair or the Vice-Chair of the Adaptation Committee, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an Adaptation Committee representative;

(e) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Standing Committee in his/her official capacity as a Standing Committee representative;

(f) The Director of the CTCN in his/her official capacity as the CTCN representative;

(g) Three representatives, with one being selected by each of the following UNFCCC observer organization constituencies, taking into account balanced geographical representation: environmental non-governmental organizations, business and industry nongovernmental organizations and research and independent non-governmental organizations, with relevant expertise in technology, finance or business, received by the host organization of the Climate Technology Centre (CTC), taking into account balanced geographical representation.

4. Government representatives shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties (COP). Groups or constituencies are encouraged to nominate the government representatives to the Board, with a view to achieving an appropriate balance of expertise relevant to the development and transfer of technologies for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decisions 36/CP.7 and 23/CP.18.

5. Government representatives elected to the Board shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

Annex II

Rules of procedure of the Advisory Board of the Climate Technology Centre and Network

I. Scope

1. These rules of procedure shall apply to the Advisory Board of the Climate Technology Centre and Network (CTCN) in accordance with decision 14/CP.18, paragraphs 7 and 15, and annex II thereto, on the constitution of the Advisory Board of the CTCN as well as on any other relevant decisions of the Conference of the Parties.

II. Definitions

2. For the purpose of these rules:

(a) The “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) “CTCN” means the Climate Technology Centre and Network;

(d) The “Board” means the Advisory Board of the CTCN;

(e) The “Chair” means the member of the Board elected as Chair of the Board;

(f) The “Vice-Chair” means the member of the Board elected as Vice-Chair of the Board;

(g) “Stakeholders” mean the entities that have a role in the implementation of the functions of the Board, or who may affect or be affected by the recommendations and actions of the Board;

(h) The “Secretary” means the Secretary of the Board, as per decision 14/CP.18, annex II, paragraph 3.

III. Members

3. The Board of the CTCN, with the aim of achieving fair and balanced representation, shall constitute the following:

Appendix IV

Composition and mandate of the Technology Executive Committee

1. The Technology Executive Committee shall comprise 20 expert members, elected by the Conference of the Parties (COP), serving in their personal capacity and nominated by Parties with the aim of achieving a fair and balanced representation, as follows:

(a) Nine members from Parties included in Annex I to the Convention (Annex I Parties);

(b) Three members from each of the three regions of the Parties not included in Annex I to the Convention (non-Annex I Parties), namely Africa, Asia and the Pacific, and Latin America and the Caribbean, one member from a small island developing State and one member from a least developed country Party.

2. Decisions will be taken according to the rule of consensus.

3. Parties are encouraged to nominate senior experts to the Technology Executive Committee, with a view to achieving, within the membership, an appropriate balance of technical, legal, policy, social development and financial expertise relevant to the development and transfer of technology for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decision 36/CP.7.

4. Members shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

(a) Half of the members shall be elected initially for a term of three years and half of the members shall be elected for a term of two years;

(b) Thereafter, the COP shall elect every year a member for a term of two years;

(c) The members shall remain in office until their successors are elected.

5. The Technology Executive Committee shall elect annually a chair and a vice-chair from among its members for a term of one year each, with one being a member from an Annex I Party and the other being a member from a non-Annex I Party. The positions of

chair and vice-chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.

6. If the chair is temporarily unable to fulfil the obligations of the office, the vice-chair shall serve as chair. In the absence of the chair and vice-chair at a particular meeting, any other member designated by the Technology Executive Committee shall temporarily serve as the chair of that meeting.

7. If the chair or vice-chair is unable to complete the term of office, the Technology Executive Committee shall elect a replacement to complete the term of office, taking into account paragraph 5 above.

8. If a member of the Technology Executive Committee resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Technology Executive Committee may decide, bearing in mind the proximity of the next session of the COP, to appoint another member from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.

9. The Technology Executive Committee, in performing its functions, should draw upon outside expertise, including the UNFCCC roster of experts and the Climate Technology Centre and Network, to provide advice, including as expert advisers at its meetings.

10. The Technology Executive Committee should seek input from intergovernmental and international organizations and the private sector and may seek input from civil society in undertaking its work. It may invite advisers drawn from relevant intergovernmental and international organizations as well as the private sector and civil society to participate in its meetings as expert advisers on specific issues as they arise.

11. The meetings of the Technology Executive Committee shall be open to attendance by accredited observer organizations, except where otherwise decided by the Technology Executive Committee.

12. The secretariat shall support and facilitate the work of the Technology Executive Committee.

*9th plenary meeting
10–11 December 2010*

(d) Catalyse and support forums conducted by the Network to promote public–private partnerships and partnerships between relevant organizations to advance technology RD&D;

(e) Catalyse forums to leverage resources from relevant agencies and centres and promote public and private investment (domestic and international) in the development and deployment of technologies.

VI. Linkages with the Technology Executive Committee

7. The CTCN, also through its Advisory Board, will consult with the Technology Executive Committee in order to promote coherence and synergy and establish procedures for preparing a joint annual report as requested by decisions 2/CP.17 and 14/CP.18.

VII. Information and knowledge-sharing

8. The CTCN should disseminate its outputs and facilitate knowledge-sharing through a well-functioning information platform that responds to the information and knowledge service requirements of its potential users, including NDEs, Parties and a wide range of technology actors, experts and stakeholders.

9. The platform would be a tool used to promote the collaboration between various actors and to seek cooperation with relevant international organizations and initiatives. It would support the efforts of the CTCN by, inter alia: facilitate online training, peer-to-peer exchange, and expert advice; capture experiences and results of technology cooperation activities to achieve continuous learning and improvements to knowledge; collect, analyse, and communicate CTCN results and lessons learned and continuously gather external feedback from a variety of CTCN stakeholders and partner organizations; serve as a comprehensive, up-to-date, and easily accessible library of information on technology availability, costs, and performance; policies; financing; and other topics for use by countries, with seamless links to resources available from sources around the world; provide information to support matchmaking of country requests with existing international programs; share information on current CTCN activities and results; enable internal tracking and evaluation of CTCN activities.

IV. Foster collaboration and access to information and knowledge to accelerate climate technology transfer

5. In performing the functions described in decision 1/CP.16, paragraph 123(a)(ii), (b) and (c)(v), with regard to fostering collaboration and access to information and knowledge to accelerate technology transfer, the modalities will consist of, inter alia, the following:

(a) Catalyse and develop information and knowledge regarding climate technologies including: needs for technologies, existing human resources development programmes and needs, best practices, RD&D programmes, analytical tools, training curriculums and academic programmes, technology deployment, etc., including online training packages;

(b) Assess available support for 1) identifying gaps and 2) opportunities for helping developing countries access support;

(c) Assess needs and opportunities for technology cooperation;

(d) Recommend to the Advisory Board policies and programme priorities related to technology development and transfer, with special consideration given to least developed country Parties.

V. Strengthen networks, partnerships and capacity-building for climate technology transfer

6. In performing the functions as contained in decision 1/CP.16, paragraph 123(c)(i), (ii) and (iv), with regard to strengthen networks, partnerships and capacity-building for climate technology transfer, the modalities will include, inter alia, the following:

(a) Catalyse and develop programmes to strengthen institutions and institutional capacities in developing countries;

(b) Catalyse and develop regional/national training programmes for projects seeking a range of needs including financing;

(c) Catalyse and develop capacity-building programmes targeted at developing technology cooperation and partnership forming capabilities of technology centres and institutes in developing countries;

Decision 2/CP.17

Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention

V. Technology development and transfer

Arrangements to make the Technology Mechanism fully operational in 2012

The Conference of the Parties,

Recalling the commitments under the Convention, in particular Article 4, paragraphs 1, 3, 5, 7, 8 and 9,

Also recalling decision 1/CP.13, paragraph 1(d), to enhance action on technology development and transfer to support action on mitigation and adaptation,

Reaffirming that the objective of enhanced action on technology development and transfer is to support action on mitigation and adaptation in order to achieve the full implementation of the Convention and that, in pursuit of this objective, the identification of technology needs will be based on a country-driven approach and national circumstances and priorities,

Underlining the importance of nationally determined technology needs, based on national circumstances and priorities, the setting of appropriate enabling environments to scale up the development and transfer of technologies in developing countries and the need to accelerate action at different stages of the technology cycle,

Noting the establishment of a Technology Executive Committee, and a Climate Technology Centre and Network in decision 1 CP/16, and their respective functions,

Recalling decision 1/CP.16, paragraph 128, on the work programme for the Ad Hoc Working Group on Long-term Cooperative Action under the Convention on technology development and transfer with a view to the Conference of the Parties taking a decision on, inter alia, a call for proposals to host the Climate Technology Centre and Network and the criteria to be used to evaluate and select a host of the Climate Technology

Centre and Network at its seventeenth session in order to make the Technology Mechanism fully operational in 2012,

Stressing the importance of making its two components, the Technology Executive Committee and the Climate Technology Centre and Network, fully operational as soon as possible in 2012 in order to promote and enhance the research, development, deployment and diffusion of environmentally sound technologies in support of action on mitigation and adaptation in developing countries, in order to achieve the ultimate objective of the Convention,

Recalling that the Climate Technology Centre and Network and the Technology Executive Committee shall relate so as to promote coherence and synergy,

Reaffirming that both components of the Technology Mechanism shall facilitate the implementation of the objective set out in decision 1/CP.16, paragraph 113, in line with their respective functions agreed in decision 1/CP.16 and consistent with the mandate of the Technology Executive Committee in decision 1/CP.16, appendix IV, and the terms of reference of the Climate Technology Centre and Network contained in annex VII,

Recalling the need to further pursue the implementation of the Technology Mechanism and its two components with a view to making the Technology Mechanism fully operational as early as possible in 2012,

133. *Adopts* the terms of reference of the Climate Technology Centre and Network as contained in annex VII;

134. *Decides* that the Climate Technology Centre and Network shall begin its activities with an achievable scope of work so as to meet the needs of developing countries and be flexible so that it can learn, adapt and adjust its scope and reach over time in response to the technology needs of developing countries and the demands of the emerging international climate change regime;

135. *Requests* the Climate Technology Centre and Network, once it is operational, to elaborate its modalities and procedures based on the terms of reference of the Climate Technology Centre and Network contained in annex VII and decision 1/CP.16, paragraph 123, and taking into account decision 1/CP.16, paragraph 120, and

(f) Monitor and evaluate the quality and effectiveness of responses in consultation with the requesting NDE;

(g) Ensure the application of fiduciary standards, and legal and ethical integrity by the Network members in executing the work related to the functions of the CTCN.

3. The members of the Network of the CTCN will:

(a) Undertake the substantive work as directed by the CTC to respond to requests made to the CTCN by NDEs.

III. Manage requests from developing country national designated entities and deliver responses

4. In performing the functions described in decision 1/CP.16, paragraph 123(a)(i–iii) and (c)(iii), with regard to the management of requests from developing country Parties submitted through their NDEs, the modalities will consist of, inter alia, the following:

(a) Support countries in developing draft proposals into fully articulated proposals, building on their technology needs assessments (TNAs), national adaptation programmes of action (NAPAs), other national climate change strategies including research, development and demonstration (RD&D) related activities, to enable implementation and action, also in the form of nationally appropriate mitigation actions and national adaptation plans, in collaboration with the financial mechanism of the Convention, international financial institutions, and the private sector;

(b) Provide technical support and advice for development of TNAs, national technology road maps and actions plans, planning and implementation of climate technologies, and policies and measures in support of implementation;

(c) Provide technical support and advice on tools for identifying, planning and implementing climate technologies;

(d) Provide advice on policies and measures in support of implementation of climate technologies;

(e) Match needs to available support and facilitate access to support.

(l) “National designated entity” (NDE) means the national entity designated under decision 4/CP.13;

(m) “Prioritization criteria” means the criteria for prioritizing the requests from NDEs;

(n) “Technology needs assessments” means the technology needs assessments conducted under the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

(o) “National adaptation programmes of action” means national adaptation programmes of action referred to in decision 5/CP.7, paragraph 11(c);

(p) “Nationally appropriate mitigation actions” means nationally appropriate mitigation actions referred to in decision 1/CP.16, chapter III.B;

(q) “National adaptation plans” means national adaptation plans referred to in decision 1/CP.16, paragraph 15.

II. Roles and responsibilities of the Climate Technology Centre and Network

2. The CTC, consistent with the terms of reference of the CTCN as described in decision 2/CP.17, paragraph 135, will:

(a) Receive requests from developing country Parties through their NDE;

(b) Assess with support from the technical resource pool the received requests and prioritize and refine those requests in conjunction with the NDE with the aim of determining their technical feasibility;

(c) Respond to requests, through either the Centre or the Network, based on considerations of appropriate capacity, expertise and cost-effectiveness;

(d) Build the CTC Network, applying the criteria for the structure of the Network and designation of organizations as members of the Network as approved by the CTCN Advisory Board;

(e) Manage and coordinate the Network in executing the work related to the functions of the CTCN;

to report to the Conference of the Parties, through the subsidiary bodies at their thirty-eighth sessions, with a view to making a decision on this matter at the nineteenth session of the Conference of the Parties, including, inter alia, consideration of the following roles of the Climate Technology Centre and Network:

(a) Identifying currently available climate-friendly technologies for mitigation and adaptation that meet their key low-carbon and climate-resilient development needs;

(b) Facilitating the preparation of project proposals for the deployment, utilization and financing of existing technologies for mitigation and adaptation;

(c) Facilitating adaptation and the deployment of currently available technologies to meet local needs and circumstances;

(d) Facilitating research, development and demonstration of new climate-friendly technologies for mitigation and adaptation, which are required to meet the key objectives of sustainable development;

(e) Enhancing national and regional human and institutional capacity to manage the technology cycle, and to support the challenges for activities listed in paragraphs 135 (a–d) above;

(f) Helping to facilitate the financing of the activities listed in paragraphs 135 (a–e) above, through various sources in accordance with paragraph 139 below;

136. *Decides* that the selection process for the host of the Climate Technology Centre shall be launched upon the conclusion of the seventeenth session of the Conference of the Parties and shall be conducted in an open, transparent, fair and neutral manner in accordance with the process outlined in this decision, and informed by United Nations practices, in order to make the Technology Mechanism become fully operational in 2012;

137. *Requests the secretariat:*

(a) To prepare and issue the call for proposals in accordance with this decision by 16 January 2012, including the preparation of the sample requests as referred to in annex VIII, paragraph 8(c), and invite interested organizations, including consortia of organizations, to submit their proposals in response to the call for proposals by 16 March 2012;

(b) To provide responses to inquiries from interested organizations in consultation with the evaluation panel referred to in paragraph 137(d) below, as appropriate;

(c) To compile the executive summaries contained in the submitted proposals and make them available simultaneously on the UNFCCC website;

(d) To convene an evaluation panel, consisting of three members from Annex I Parties and three from non-Annex I Parties as nominated by the Technology Executive Committee from within its membership, by the end of February 2012:

(i) To conduct an assessment of the proposals received based on the methodology described in the criteria to be used to evaluate and select the host of the Climate Technology Centre contained in annex VIII, paragraph 9;

(ii) To prepare an evaluation report with a shortlist ranking up to five proponents, including information on how the criteria for the evaluation have been applied, and make it available for consideration by the Subsidiary Body for Implementation at its thirty-sixth session;

(e) To discuss the key elements of the potential host agreement with the top-ranked proponent, and, if needed, with the second-ranked and third-ranked proponents as agreed by the Subsidiary Body for Implementation at its thirty-sixth session and referred to in paragraph 138(a) below;

(f) To report the outcome of its discussion on the key elements of the potential host agreement to the Subsidiary Body for Implementation at its thirty-seventh session for its consideration, with a view to recommending it for consideration and approval by the Conference of the Parties at its eighteenth session;

Annex I

Modalities and procedures of the Climate Technology Centre and Network

I. Definitions

1. For the purpose of the modalities and procedures of the Climate Technology Centre and Network:

(a) “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) “COP” means the Conference of the Parties to the Convention;

(c) “Parties” means Parties to the Convention;

(d) “Developing country Parties” means Parties to the Convention not included in Annex I to the Convention;

(e) “CTCN” means the Climate Technology Centre and Network formed by a Climate Technology Centre (CTC) and a Network managed by the CTC;

(f) “CTC” means the Climate Technology Centre that is hosted by the United Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by a technical resource pool formed by 11 institutions;

(g) “Technical resource pool” means the 11 partner institutions that with UNEP and UNIDO submitted to the UNFCCC a proposal to host the CTCN;

(h) “Network” means the collection of institutions and other entities established in accordance with the criteria approved by the Advisory Board for the designation of members of the Network and its structure;

(i) “Advisory Board” means the Advisory Board of the CTCN;

(j) “TEC” means the Technology Executive Committee;

(k) “CTCN terms of reference” means the terms of reference of the Climate Technology Centre and Network included in annex VII to decision 2/CP.17;

(f) Information and knowledge-sharing;

5. *Requests* the Climate Technology Centre and Network, in executing its modalities and procedures, to work in conjunction with the Technology Executive Committee to ensure coherence and synergy within the Technology Mechanism, with the intention of:

(a) Accelerating the development and transfer of technology, taking into account gender considerations;

(b) Scaling up international collaboration on the development and transfer of technology;

6. *Recognizes* the continuation of the efforts of the Climate Technology Centre and Network and the Technology Executive Committee to ensure coherence and synergy within the Technology Mechanism;

7. *Requests* the Advisory Board of the Climate Technology Centre and Network and the Climate Technology Centre to engage, taking into account the difference in technological development, with institutions from developing and developed country Parties to become part of the Network, noting the need to comply with the *Guiding principles and criteria for establishment of the Climate Technology Network*.³

138. *Requests* the Subsidiary Body for Implementation:

(a) To agree on, at its thirty-sixth session, a ranked list of up to three proponents based on the outcome of the assessment conducted by the evaluation panel referred to in paragraph 137(d)(i) above;

(b) To recommend the host of the Climate Technology Centre and Network to the Conference of the Parties for approval at its eighteenth session;

(c) To consider, at its thirty-sixth session, the constitution of the advisory board referred to in annex VII, paragraph 7, with a view to making a recommendation to the Conference of the Parties for consideration and adoption at its eighteenth session;

139. *Decides* that the costs associated with the Climate Technology Centre and the mobilization of the services of the Network should be funded from various sources, including the financial mechanism of the Convention, bilateral, multilateral and private-sector channels, philanthropic sources as well as financial and in-kind contributions from the host organization and participants in the Network;

140. *Requests* the Global Environment Facility to support the operationalization and activities of the Climate Technology Centre and Network without prejudging any selection of the host;

141. *Invites* Parties in a position to do so to support the Climate Technology Centre and Network through the provision of financial and other resources;

142. *Requests* the Technology Executive Committee and the Climate Technology Centre to establish procedures for preparing a joint annual report;

143. *Also requests* the secretariat to make available the joint annual report referred to in paragraph 142 above for consideration by the Conference of the Parties through its subsidiary bodies;

³ Available at <<http://www.unep.org/climatechange/ctcn/>>.

Annex VII

Terms of reference of the Climate Technology Centre and Network

I. Mission

1. The mission of the Climate Technology Centre and Network is to stimulate technology cooperation and to enhance the development and transfer of technologies and to assist developing country Parties at their request, consistent with their respective capabilities and national circumstances and priorities, in order to build or strengthen their capacity to identify technology needs, to facilitate the preparation and implementation of technology projects and strategies taking into account gender considerations to support action on mitigation and adaptation and enhance low emissions and climate-resilient development.

II. Functions

2. The Climate Technology Centre and Network shall perform the functions designated by the Conference of the Parties as contained in decision 1/CP.16, paragraph 123.

III. Architecture

3. The Climate Technology Centre and Network will consist of the following:

(a) A Climate Technology Centre;

(b) A Network with the participation of the relevant institutions capable of responding to requests from developing country Parties related to technology development and transfer, including national technology centres and institutions; regional climate technology centres and networks; intergovernmental, international, regional and sectoral organizations, partnerships and initiatives that may contribute to technology deployment and transfer; and research, academic, financial, non-governmental, private-sector and public-sector organizations, partnerships and initiatives.

Decision 25/CP.19

Modalities and procedures of the Climate Technology Centre and Network and its Advisory Board

The Conference of the Parties,

Recalling decisions 1/CP.16, 2/CP.17 and 14/CP.18, and in particular decision 2/CP.17, paragraph 135, in which the Climate Technology Centre and Network was requested, once it is operational, to elaborate its modalities and procedures and to report to the Conference of the Parties, through the subsidiary bodies, with a view to the Conference of the Parties adopting a decision on the matter at its nineteenth session,

1. *Welcomes with appreciation* the report on modalities and procedures of the Climate Technology Centre and Network;¹

2. *Adopts* the modalities and procedures of the Climate Technology Centre and Network, contained in annex I;

3. *Also adopts* the rules of procedure of the Advisory Board of the Climate Technology Centre and Network, contained in annex II;

4. *Notes* that the modalities and procedures elaborated by the Advisory Board of the Climate Technology Centre and Network, which are based on the functions of the Climate Technology Centre and Network,² include the following six key elements:

(a) Roles and responsibilities of the Climate Technology Centre and Network;

(b) Managing requests from national designated entities of developing countries and delivering responses;

(c) Fostering collaboration and access to information and knowledge in order to accelerate climate technology transfer;

(d) Strengthening networks, partnerships and capacity-building for climate technology transfer;

(e) Linkages with the Technology Executive Committee;

¹ FCCC/SB/2013/INF.7.

² Decision 1/CP.16, paragraph 123.

8. The representatives of the Advisory Board referred to in paragraph 1(c), (d) and (e) above shall serve in accordance with their term of office.

9. The representatives of the Advisory Board referred to in paragraph 1(g) above shall be eligible to serve for a maximum term of office of one year.

10. Decisions of the Advisory Board will be taken by consensus by only the Advisory Board representatives referred to in paragraph 1(a) and (b) above. These representatives will specify in the modalities and procedures of the Advisory Board how to adopt decisions in the event that all efforts at reaching consensus have been exhausted.

11. The Advisory Board shall elect annually a Chair and a Vice-Chair from among the representatives referred to in paragraph 1(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The positions of Chair and Vice-Chair shall alternate annually between a representative from an Annex I Party and a representative from a non-Annex I Party.

12. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other representatives identified in paragraph 1(a) above designated by the Advisory Board shall temporarily serve as the Chair of that meeting.

13. If the Chair or the Vice-chair is unable to complete the term of office, the Advisory Board shall elect a replacement to complete the term of office, taking into account paragraph 6 above.

14. The meetings of the Advisory Board shall be open to attendance, as observers, by Parties, the secretariat and observer organizations, except where otherwise decided by the Advisory Board.

15. The CTC shall support and facilitate the work of the Advisory Board of the CTCN.

16. The constitution of the Advisory Board shall be reviewed by the COP in 2020.

*9th plenary meeting
7 December 2012*

IV. Roles and responsibilities

Climate Technology Centre

4. The Climate Technology Centre shall manage the process of receiving and responding to requests from developing country Parties and shall work with the Network to respond to such requests. The Climate Technology Centre will receive these requests from developing country Parties through the national entity designated for this purpose under decision 4/CP.13.

5. The Climate Technology Centre would respond to requests by developing country Parties either by itself or by identifying the appropriate organizations in the Network in consultation with the requesting developing country Party. The Centre will:

(a) Receive and assess requests and refine and prioritize those requests in conjunction with the nationally designated entity with the aim of establishing its technical feasibility;

(b) Respond to requests, through either the Centre or the Network, based on the use of the most appropriate capacity and expertise in accordance with its approved modalities and procedures.

Network

6. The members of the Network will undertake the substantive work to address requests made to the Climate Technology Centre by developing country Parties.

V. Governance of the Climate Technology Centre and Network

7. The Climate Technology Centre and Network shall operate within its terms of reference and be accountable to, and under the guidance of, the Conference of the Parties through an advisory board.

8. That advisory board will determine its operational modalities and rules of procedure based on the functions outlined in decision 1/CP.16, paragraph 123.

9. The advisory board of the Climate Technology Centre and Network will:

- (a) Provide guidance on:
 - (i) The report of the Climate Technology Centre and Network;
 - (ii) Prioritization criteria, taking into account the strategic considerations and recommendations provided by the Technology Executive Committee in relation to decision 1/CP.16, paragraph 120;
 - (b) Approve:
 - (i) The report of the Climate Technology Centre and Network;
 - (ii) Prioritization criteria for responding to requests from developing country Parties;
 - (iii) Criteria regarding the structure of the Network and the designation of organizations as members of the Network;
 - (iv) The programme of work (e.g. business plan and annual operating plan);
 - (c) Endorse:
 - (i) The appointment of the director;
 - (ii) The budget;
 - (iii) The financial statement;
 - (d) Ensure the application of fiduciary standards, and legal and ethical integrity;
 - (e) Monitor, assess and evaluate the timeliness and appropriateness of the responses of the Climate Technology Centre and Network to requests;
10. The Climate Technology Centre shall provide an annual report on the activities of the Climate Technology Centre and Network in order to facilitate the preparation of a joint annual report by the Technology Executive Committee and the Climate Technology Centre and Network on the activities of the Technology Mechanism, consisting of the report of the Climate Technology Centre and Network and the report of the Technology

- 2. The Advisory Board will invite expert observers to attend meetings based on specific agenda needs, according to modalities and procedures developed by the Advisory Board at its first meeting.
- 3. The director of the CTCN shall be the secretary of the Advisory Board.
- 4. Government representatives shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties (COP). Groups or constituencies are encouraged to nominate the government representatives to the Advisory Board, with a view to achieving an appropriate balance of expertise relevant to the development and transfer of technologies for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decisions 36/CP.7 and 23/CP.18.
- 5. Government representatives elected to the Advisory Board shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:
 - (a) Half of the representatives shall be elected initially for a term of three years and half shall be elected for a term of two years;
 - (b) Thereafter, the COP shall elect half of the representatives every year for a term of two years;
 - (c) The representatives shall remain in office until their successors are elected.
- 6. If a government representative of the Advisory Board resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Advisory Board may decide, bearing in mind the proximity of the next session of the COP, to appoint another representative from the same constituency to replace said representative for the remainder of that representative's mandate, in which case the appointment shall count as one term.
- 7. The representatives of the Advisory Board referred to in paragraph 1(b) above shall serve in accordance with their term of office.

Annex II

Constitution of the Advisory Board of the Climate Technology Centre and Network

1. The Advisory Board of the Climate Technology Centre and Network (CTCN), with the aim of achieving fair and balanced representation, shall constitute the following:

(a) 16 government representatives, comprising equal representation from Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties);

(b) The Chair and the Vice-Chair of the Technology Executive Committee (TEC) in their official capacity as TEC representatives;

(c) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Green Climate Fund Board in his/her official capacity as a Green Climate Fund representative;

(d) The Chair or the Vice-Chair of the Adaptation Committee, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an Adaptation Committee representative;

(e) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Standing Committee in his/her official capacity as a Standing Committee representative;

(f) The Director of the CTCN in his/her official capacity as the CTCN representative;

(g) Three representatives, with one being selected by each of the following UNFCCC observer organization constituencies, taking into account balanced geographical representation: environmental non-governmental organizations (ENGOs), business and industry non-governmental organizations (BINGOs) and research and independent non-governmental organizations (RINGOs), with relevant expertise in technology, finance or business, received by the host organization of the Climate Technology Centre (CTC), taking into account balanced geographical representation.

Executive Committee in accordance with their respective functions.

11. The constitution of the advisory board will be recommended by the subsidiary bodies to the Conference of the Parties at its eighteenth session.

12. The director of the Climate Technology Centre and Network shall be the secretary of the advisory board.

13. The host organization will provide the necessary administrative and infrastructural support for the effective functioning of the Climate Technology Centre and Network.

VI. Organizational structure of the Climate Technology Centre

14. The organizational structure of the Climate Technology Centre will be designed and managed to maximize the effectiveness and efficiency of its operations.

15. The Climate Technology Centre shall have a lean cost-efficient organizational structure, within an existing institution, led by a director who will manage a small core team of professional and administrative staff, as required, to be appointed by and responsible to the host organization's governance structure in order to meet its responsibilities and to efficiently and effectively perform its functions.

16. The director will be approved by and accountable to the host governing body for the effectiveness and efficiency of the Climate Technology Centre in carrying out its functions.

17. As soon as practicable after appointment, the director will facilitate the timely recruitment of the staff of the Climate Technology Centre.

VII. Reporting and review

18. The Climate Technology Centre shall provide an annual report on its activities and those of the Network and on the performance of their respective functions in accordance with decision 1/CP. 16, paragraph 126, and paragraph 10 above.

19. The report will contain all the information necessary to meet the principles of accountability and transparency required by the Convention and shall also include information on requests received and activities carried out by the Climate Technology

Centre and Network, information on efficiency and effectiveness in responding to these requests, and information on ongoing work as well as lessons learned and best practices gained from that work.

20. The secretariat, subject to the availability of resources, shall commission an independent review of the effective implementation of the Climate Technology Centre and Network four years after its inception. The findings of the review, including any recommendations regarding enhancing the performance of the Climate Technology Centre and Network, will be considered by the Conference of the Parties. Subsequently, periodic independent reviews of the effectiveness of the Climate Technology Centre and Network will be conducted every four years.

VIII. Term of agreement

21. The initial term of agreement to host the Climate Technology Centre will be for five years, with two four-year renewal periods, if so decided by the Conference of the Parties.

22. The renewal of agreement is subject to the host organization fulfilling its functions laid out in paragraph 2 above and its responsiveness to the direction given to it in paragraphs 4–6 above as identified in the findings of the independent review.

23. The Climate Technology Centre shall operate for initial terms until 2026, at which time the Conference of the Parties will review its functions and decide whether to extend its term.

XIII. Notification and amendment

32. Each Party will promptly notify the other in writing of any anticipated or actual material changes that will affect the execution of this MOU.

33. The Parties may amend this MOU by mutual written agreement.

XIV. Entry into force

34. This MOU will come into force upon the last date of signature by the duly authorized representatives of the Parties.

XV. Termination

35. Subject to section XII above, either Party may terminate this MOU by giving one year's prior written notice to the other Party. The termination shall come into effect one year from the date of the receipt of such a communication.

36. Following the termination of this MOU, UNEP shall take all necessary actions to conclude its operations relating to the CTC in an expeditious manner. Any termination of this MOU will be without prejudice to any other rights and obligations of the Parties accrued prior to the date of the termination under this MOU or any legal instrument executed pursuant to this MOU.

24. The CTC, in collaboration with UNEP and in consultation with the Advisory Board, shall help to mobilize funds to meet the costs associated with the CTCN.

VIII. Implementation of this Memorandum of Understanding

25. The Advisory Board and UNEP may agree on further arrangements for the implementation of this MOU, which do not in any way amend the existing provisions of this MOU, and report thereon to the COP.

26. Nothing in or relating to this MOU will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

IX. Dispute settlement

27. The COP, through the Advisory Board, and UNEP shall use their best efforts to amicably resolve any disputes, controversies or claims arising out of or relating to this MOU, including by use of mutually agreed dispute resolution methods.

X. Entire agreement

28. Any annex to this MOU that is concluded in the future will be considered an integral part of this MOU. References to this MOU will be construed as including any annexes, as varied or amended in accordance with the terms of this MOU. This MOU represents the complete understanding between the Parties.

XI. Interpretation

29. This MOU will be interpreted in accordance with relevant decisions of the COP and the UNEP Governing Council.

30. Any Party's failure to request the implementation of a provision of this MOU will not constitute a waiver of that or any other provision of this MOU.

XII. Term of this Memorandum of Understanding

31. The initial term of this MOU shall be five years, with two four-year renewal periods, if so decided by the COP and UNEP.

Annex VIII

Criteria to be used to evaluate and select the host of the Climate Technology Centre and Network and information required to be included in the proposals

I. Criteria to be used to evaluate and select the host of the Climate Technology Centre¹

1. The proposals will be evaluated against the following criteria in accordance with the methodology given in chapter II.

A. Technical capabilities

2. The prospective host's technical capabilities will be scored based on the following sub criteria, which are of equal importance:

(a) The proponent's comprehensive understanding of the development and transfer of technologies including in the context of the Convention, in particular the challenges and opportunities within developing countries as well as the understanding of regional, sub-regional and sectoral issues and differences regarding specific technologies;

(b) The breadth and depth of expertise as it relates to the subject areas, activities and roles and responsibilities of the Climate Technology Centre as referred to in the terms of reference of the Climate Technology Centre and Network contained in annex VII and the functions of the Climate Technology Centre contained in decision 1/CP.16, paragraph 123;

(c) Demonstrated capability to build capacity and facilitate the transfer of technology and technology diffusion in developing countries;

(d) Demonstrated capability in international multi-stakeholder cooperation, including the capability to involve the private sector (e.g. industrial enterprises) in order to maximize their contributions to Network activities in the development and transfer of environmentally sound technologies for adaptation and mitigation and the facilitation of networks.

¹ In this annex, research and development, demonstration, deployment, diffusion and transfer of technologies are referred to as technology development and transfer.

B. Technical approach

3. The prospective host's technical approach will be scored based on the following sub criteria, which are of equal importance:

(a) The overall vision, organizational and administrative structure of the Climate Technology Centre and its ability to prioritize and respond to a high volume of requests from Parties which will have potentially broad content, in an effective and efficient manner;

(b) Demonstrated long-term commitment to host the Climate Technology Centre;

(c) Feasibility of the proposed approach and methodology for establishing and structuring the Network in order to accommodate regional and sub-regional issues, also including the involvement of a wide range of relevant organizations, centres, networks, initiatives and private-sector entities;

(d) Feasibility of how the Climate Technology Centre will engage with the Network to create and maintain relationships with developing countries in order to ensure effective and efficient lines of communication and of how it will coordinate with relevant organizations to minimize redundancy;

(e) The extent to which the approach focuses on the objective of building capacity in requesting developing countries over the life of a programme.

C. Existing governance and management structures

4. The prospective host's existing governance and management structures will be scored based on the following sub criteria, which are of equal importance:

(a) The effectiveness of the governance structure and the system of the proponent institution to ensure the evaluation of operational performance against the following elements: integrity; transparency; fiduciary and ethical standards, consistent with the principles of the United Nations; and reporting and accountability;

(b) Demonstrated capability to ensure fair and open international tendering for the procurement of services in line with the fiduciary and ethical standards of the United Nations;

(c) Effectiveness of the current management structure of the host organization to ensure gender sensitivity, transparency,

the work of the Board, including making arrangements for the meetings of the Board.

18. The Director shall prepare a budget for the CTCN in accordance with decision 2/CP.17 and in conformity with the relevant regulations, rules and procedures governing the programme budget of UNEP. The CTCN budget will be prepared in accordance with the guidance provided by the COP. The part of the CTCN budget managed by UNEP will be included in the programme budget of UNEP as an extra-budgetary item to support the CTCN.

19. The Director shall prepare the annual report on the CTCN for submission to the COP through the subsidiary bodies. The annual report shall be approved by the Advisory Board in accordance with decision 2/CP.17, and shall include the financial status of, and information on the mobilization of other resources for, the CTCN.

20. The Director shall manage the financial resources of the CTCN in accordance with the United Nations Financial Regulations and Rules and the Financial Rules of UNEP, fiduciary, anti-fraud and anti-corruption policies and environmental and social safeguards.

21. The Director and personnel of the CTC shall liaise, as appropriate, with the secretariat of the UNFCCC and other relevant international bodies on issues relating to the activities and operations of the CTC.

VII. Financial arrangements of the Climate Technology Centre and Network

22. The costs associated with the CTC and the mobilization of the services of the Network will be funded from various sources, including the financial mechanism of the Convention, bilateral, multilateral and private-sector channels, philanthropic sources and financial and in-kind contributions from the host organization and participants in the Network.

23. UNEP shall provide financial and in-kind contributions to the CTC, in accordance with paragraph 139 of decision 2/CP.17 and taking into account the proposal of UNEP and the contribution of the consortium of partner institutions.

the CTC in an effective and efficient manner, to be managed by the Director of the CTC.

10. UNEP may make use of loans of personnel from the consortium of partner institutions to support the CTC, in accordance with relevant United Nations regulations, rules and procedures.

11. UNEP shall provide periodic updates on matters regarding its role as the host of the CTC and make this information available in the annual report of the CTCN provided to the COP through the subsidiary bodies, prepared pursuant to paragraph 19 below.

12. UNEP shall guide the consortium of partner institutions to effectively support the functioning and operations of the CTC and shall make appropriate arrangements governing their cooperation.

13. The Executive Director of UNEP shall be responsible for the execution of the functions of UNEP under this MOU.

IV. Role and functions of the Climate Technology Centre and Network

14. The CTCN shall operate in accordance with decisions 1/CP.16, 2/CP.17, 1/CP.18, 14/CP.18 and other relevant decisions of the COP.

V. Role and functions of the consortium of partner institutions

15. The consortium of partner institutions shall, following the signature of appropriate agreements governing their cooperation with UNEP, support the operations of the CTC.

VI. Role and functions of the Director and personnel of the Climate Technology Centre

16. The Director shall be accountable to the Executive Director of UNEP for the effectiveness and efficiency of the CTC in carrying out its functions in accordance with relevant United Nations and UNEP regulations, rules and procedures and decisions of the UNEP Governing Council.

17. The Director shall serve as the secretary to the Advisory Board and be responsible for facilitating and providing support to

responsiveness, flexibility, financial management, auditing and reporting functions, and the ability to provide high-quality administrative, infrastructural and logistic arrangements, and accessibility to developing country Parties, including the least developed country Parties;

(d) The ability to simultaneously manage and administer multiple and complex projects in developing countries in a timely manner, including the ability to work effectively with different clients and interest groups towards shared and complementary objectives; and the ability to evaluate the operational performance of project management and to take measures to enhance its effectiveness.

D. Climate Technology Centre and Network management plan

5. The prospective host's Climate Technology Centre and Network management plan will be scored based on the following sub criteria, which are of equal importance:

(a) The feasibility of the plan and the schedule for initiating the rapid operational start-up of the Centre and the Network;

(b) The strength of the institutional management plan and the effectiveness of the management structure to ensure legal capacity, transparency, responsiveness, flexibility, and the identification and management of risks, including legal risks;

(c) The ability to evaluate the operational performance, to take measures in order to enhance its effectiveness, and to promote an independent and accountable relationship to the Conference of the Parties and to its related bodies as delegated;

(d) The quality of respective proposed key personnel as demonstrated by the extent and the appropriateness of their relevant supervisory and management experience, and their technical qualifications and experience with regard to technology transfer and diffusion in developing countries;

(e) The transparency and feasibility of the approach on how the proponent plans to engage with and coordinate the Network members to respond to requests from Parties.

E. Past performance

6. The prospective host's past performance will be scored based on the following subcriteria, which are of equal importance:

(a) The quality of the product or service, including: consistency in meeting goals and targets; cooperation and effectiveness in solving and learning from problems; timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions; and effectiveness of the management at making prompt decisions and ensuring the efficient operation of tasks;

(b) A proven track record of cost control, including forecasting costs as well as accuracy in financial reporting;

(c) Experience in assembling technical assistance teams, including cross-sectoral teams of experts, in-country contractors, private-sector entities and subcontractors, placing them in the field in a timely manner and providing them with all necessary support;

(d) Demonstrated broad regional coverage, including at both the national and the local level, and the capacity in relation to technology development and transfer to respond to requests of developing countries in an expeditious manner;

(e) Experience, as it relates to the functions identified in decision 1/CP.16, paragraph 123;

(f) Demonstrated experience of setting up, organizing, coordinating and managing a network.

F. Budget proposal for Climate Technology Centre and Network

7. The prospective host's budget proposal for the Climate Technology Centre and Network will be scored based on the following sub-criteria, which are of equal importance:

(a) The budget proposal should be balanced, manageable, comprehensive and scalable while providing specifics on how it will maintain fiduciary standards and legal and ethical integrity that is in line with the principles of the United Nations;

(b) The level of resource contributions to be provided in the execution of the mandate contained in the terms of reference, such as financial and in-kind contributions, including the total sum in monetary terms;

II. Role and responsibilities of the Conference of the Parties

2. The CTCN shall operate within its terms of reference and be accountable to, and under the guidance of, the COP through the Advisory Board in accordance with decisions 1/CP.16, 2/CP.17, 1/CP.18, 14/CP.18 and other relevant decisions of the COP.

3. The Advisory Board shall advise the CTCN on the implementation of its terms of reference and the guidance provided by the COP.

4. The COP shall consider the annual report on the activities of the CTCN prepared in accordance with decisions 1/CP.16, 2/CP.17 and other relevant decisions of the COP, and provide guidance thereon.

5. In taking decisions that would affect the hosting of the CTC in UNEP, the COP shall take into consideration any views and information provided by UNEP.

III. Role and responsibilities of the United Nations Environment Programme

6. UNEP agrees to host the CTC as a dedicated entity within UNEP in accordance with decision "..."⁴ of the UNEP Governing Council at its twenty-seventh regular session authorizing the Executive Director to host the CTC in UNEP and the provisions of this MOU.

7. UNEP shall design the organizational structure, manage the CTC and provide the necessary administrative and infrastructural support for the effective functioning of the CTC, in accordance with relevant United Nations and UNEP regulations, rules and procedures and decisions of the UNEP Governing Council, and subject to the financing provided pursuant to section VII below.

8. UNEP shall select and appoint, pursuant to the United Nations Staff Regulations and Rules and in accordance with decision 2/CP.17, the Director of the CTC, who shall be a UNEP staff member and accountable to the Executive Director of UNEP.

9. UNEP shall select and appoint, pursuant to the United Nations Staff Regulations and Rules, a small core staff to support

⁴ See footnote 3.

submitted a proposal to host the CTC and informed the Committee of Permanent Representatives to UNEP thereof,

Whereas UNEP is the leading organization within the United Nations system in the field of environment and has, in the field of climate change, the mandate, among others: to strengthen the ability of countries, in particular developing countries, to integrate climate change responses into their national development processes and specifically to reduce their vulnerability and build up their resilience to the impacts of climate change; to facilitate the transition to low-carbon societies; to facilitate access to climate change financing for clean technologies; to support both public and private financing mechanisms; to support national processes for implementing sustainable forest management plans; to improve the understanding of climate change science and its use in sound policymaking; and to improve the general understanding of climate change,

Whereas the COP, by decision 14/CP.18, selected UNEP as the organization to host the CTC,

Whereas the UNEP Governing Council, by decision "...",³ at its twenty-seventh regular session, authorized the Executive Director of UNEP to host the CTC in UNEP,

NOW THEREFORE the Parties to this MOU have agreed to the following:

I. Purpose

1. The purpose of this MOU is to stipulate the terms of the relationship between the COP and UNEP with respect to the hosting of the CTC in UNEP in accordance with decision 14/CP.18.

³ This decision will be available after the conclusion of the twenty-seventh session of the Governing Council/Global Ministerial Environment Forum of the United Nations Environment Programme, to be held in Nairobi, Kenya, from 18-22 February 2013.

(c) The business model for the Climate Technology Centre and Network to enable cost-efficiency and financial sustainability.

G. Examples

8. The prospective host's examples will be scored based on the following sub-criteria, which are of equal importance. The two scenarios in paragraphs 8(a) and (b) below are only illustrative, and do not, in any way, prejudge the actual operating budget of the Climate Technology Centre and Network:

Example budget scenarios for the Climate Technology Centre and Network

(a) Prospective hosts will provide two hypothetical scenarios in their proposals: one for a total annual budget of USD 10 million per year, and a second for an annual budget of USD 30 million per year. For each scenario, the proposal should detail the nature, scope and quantity of services that could be provided so as to meet requests that are in line with the functions of the Climate Technology Centre and Network as defined in decision 1/CP.16, and the terms of reference as defined in annex VII;

(b) The percentage of the overall operating budget under the hypothetical total budget scenarios of USD 10 million and USD 30 million per year to be used for administrative costs, such as infrastructure, budgetary support, human resources and overheads; proposals with lower percentages of the operative costs will be given higher scores;

Example activities of the Climate Technology Centre and Network:

(c) The feasibility and cost-effectiveness of the prospective host's approach to responding to the two sample requests, including management and implementation plans and a description of detailed activities required to achieve the objective of the two sample requests, accompanied by a budget.

II. Methodology

9. The criteria listed above are presented by major category, so that prospective hosts will know which areas require emphasis in the preparation of information. These criteria serve as the standard against which all information will be evaluated, and serve to identify the significant matters which prospective hosts should

address. The evaluation criteria, which contain sub criteria, and their evaluation weights are shown in the table below:

Evaluation criteria and associated weights

<i>Major category</i>	<i>Weight</i>
Technical capabilities	20
Technical approach	20
Existing governance and management structures	13
Climate Technology Centre and Network management plan	15
Past performance	10
Budget proposal for the Climate Technology Centre and Network	10
Examples	12

10. Value for money: the criteria above will be used to assess the value for money of each proposal according to the following methodology. Proposals need to score a minimum of 50 per cent for each category, and 60 per cent overall. Best value for money will be calculated as follows: for the proposals, at, or above, the minimum levels, the total number of points scored will be divided by the overall budget proposal from the proponent as referred to in paragraph 7(a) above, for the delivery of the assigned functions of the Climate Technology Centre and Network, and the ratio will be used as input for the selection process, where the higher the ratio the more favourable the proposal will be considered.

11. All other criteria being equal, preference shall be given to a host organization located in a developing country.

III. Information required to be included in the proposals

12. Prospective hosts of the Climate Technology Centre must provide information in their proposals demonstrating how they will implement the terms of reference. The proposal should be organized so as to respond to the outline of the evaluation criteria in a concise manner. Failure to include all information as specified may result in the rejection of the proposal as being non-responsive. The information required includes the following:

Annex I

Memorandum of Understanding between the Conference of the Parties to the United Nations Framework Convention on Climate Change and the United Nations Environment Programme regarding the hosting of the Climate Technology Centre

This Memorandum of Understanding (hereinafter referred to as the “MOU”) is concluded between the Conference of the Parties (hereinafter referred to as “the COP”) to the United Nations Framework Convention on Climate Change (hereinafter referred to as the Convention) and the United Nations Environment Programme (hereinafter referred to as “UNEP”) (collectively referred to as the Parties) regarding the hosting of the Climate Technology Centre (hereinafter referred to as “the CTC”).

Preamble

Whereas the COP, by decision 1/CP.16, established a Technology Mechanism, consisting of a Technology Executive Committee and a Climate Technology Centre and Network (hereinafter referred to as the CTCN),

Whereas the COP, by decision 2/CP.17, adopted the terms of reference of the CTCN,

Whereas the mission of the CTCN is to stimulate technology cooperation and to enhance the development and transfer of technologies and to assist developing country Parties at their request, consistent with their respective capabilities and national circumstances and priorities, in order to build or strengthen their capacity to identify technology needs, to facilitate the preparation and implementation of technology projects and strategies, taking into account gender considerations to support action on mitigation and adaptation and enhance low-emission and climate-resilient development,

Whereas UNEP, on behalf of a consortium of partner institutions located in both developed and developing countries,

and to communicate this information to the secretariat by 29 March 2013, in order to facilitate the operationalization of the Climate Technology Centre and Network;

13. *Reiterates* that the financial support to the Climate Technology Centre and Network shall be provided in accordance with decision 2/CP.17, paragraphs 139–141;

14. *Reaffirms* that the Climate Technology Centre and Network shall be accountable to, and under the guidance of, the Conference of the Parties through the Advisory Board, and may perform such other activities as may be necessary to carry out its functions in accordance with decisions 1/CP.16, 2/CP.17 and other relevant decisions of the Conference of the Parties;

15. *Reiterates* that the Advisory Board of the Climate Technology Centre and Network will put in place the rules and procedures to monitor, assess and evaluate the timeliness and appropriateness of the responses of the Climate Technology Centre² and Network to requests by developing country Parties in accordance with decision 2/CP.17, annex VII, paragraphs 7, 9(e) and 20.

- (a) An executive summary;
- (b) A main proposal with relevant information organized in accordance with the evaluation and selection criteria contained in paragraphs 1–8 above;
- (c) A proposed organizational chart of the Climate Technology Centre with brief descriptions of key positions;
- (d) An outline of the terms of reference of the director of the Climate Technology Centre;
- (e) A cost sheet;
- (f) A schedule for the start-up of the Climate Technology Centre and Network;
- (g) Resumes of key staff of the proponent organization proposed to be assigned to the Climate Technology Centre and Network;
- (h) A response to the sample requests as referred to in paragraph 8(c) above;
- (i) Statements of work of past activities relevant to the functions of the Climate Technology Centre and Network, including a matrix of past performance and associated references;
- (j) Audited financial reports of the past three fiscal years;
- (k) Other relevant material (e.g. annual reports, social responsibility reports).

*10th plenary
11 December 2011*

² Including the members of the consortium.

Decision 4/CP.17

Technology Executive Committee – modalities and procedures

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Article 4, paragraphs 1, 3, 5, 7, 8 and 9,

Also recalling decision 1/CP.16 on the establishment of a Technology Mechanism, comprising a Technology Executive Committee and a Climate Technology Centre and Network, with the objective of enhancing action on technology development and transfer to support action on mitigation and adaptation in order to achieve the full implementation of the Convention,

Further recalling that the Technology Executive Committee shall report, on an interim basis, to the Conference of the Parties, through the subsidiary bodies, on its activities and the performance of its functions,

1. *Welcomes* the report on modalities and procedures of the Technology Executive Committee,¹ for consideration by the Conference of the Parties at its seventeenth session, as requested by decision 1/CP.16;
2. *Adopts* the modalities of the Technology Executive Committee as contained in annex I to this decision;
3. *Also adopts* the rules of procedure of the Technology Executive Committee as contained in annex II to this decision;
4. *Notes* that the modalities elaborated by the Technology Executive Committee, which are based on the functions of the Technology Executive Committee as listed in decision 1/CP.16, include the following six key elements:
 - (a) Analysis and synthesis;
 - (b) Policy recommendations;
 - (c) Facilitation and catalysing;
 - (d) Linkage with other institutional arrangements;

7. *Requests* the Advisory Board to determine at its first meeting its operational modalities and rules of procedure for consideration by the subsidiary bodies at their subsequent sessions;

8. *Takes note* that the United Nations Environment Programme, as the host of the Climate Technology Centre, will ensure that the necessary arrangements are in place for the meetings of the Advisory Board, including privileges and immunities for members of the Board consistent with the Convention on the Privileges and Immunities of the United Nations;¹

9. *Encourages* the United Nations Environment Programme, as the host of the Climate Technology Centre, to make the necessary arrangements to promptly launch the work of the Climate Technology Centre upon the conclusion of the eighteenth session of the Conference of the Parties, including, inter alia, the appointment of a Director of the Climate Technology Centre, who will facilitate the timely recruitment of the staff of the Climate Technology Centre;

10. *Agrees* that the United Nations Environment Programme, as the host of the Climate Technology Centre, shall provide periodic updates on matters regarding its role as the host of the Climate Technology Centre and make this information available in the annual report of the Climate Technology Centre and Network to the Conference of the Parties through the subsidiary bodies; such reports should also address the concerns raised by Parties on issues such as to enhance the in-house capacity of the host organization on technologies for adaptation;

11. *Requests* the Climate Technology Centre to consult with the Technology Executive Committee on establishing procedures for preparing a joint annual report as requested by decision 2/CP.17, with a view to making their joint annual report available to the Conference of the Parties through the subsidiary bodies at their thirty-ninth sessions;

12. *Invites* Parties to nominate their national designated entities for the development and transfer of technologies pursuant to decision 2/CP.17, annex VII, and decision 4/CP.13, paragraph 8,

¹ FCCC/CP/2011/8.

¹ United Nations Treaty Series. Volume 1: p.15. 13 February 1946.

Decision 14/CP.18

Arrangements to make the Climate Technology Centre and Network fully operational

The Conference of the Parties,

Recalling decisions 1/CP.16 and 2/CP.17,

1. *Notes with appreciation* the completion of the selection process for the host of the Climate Technology Centre, which had the support of the evaluation panel nominated by the Technology Executive Committee from within its membership, the Subsidiary Body for Implementation and the secretariat and involved the valuable participation of the nine proponents that responded to the call for proposals for hosting the Climate Technology Centre;
2. *Decides* that the United Nations Environment Programme, as the leader of the consortium of partner institutions, is hereby selected as the host of the Climate Technology Centre for an initial term of five years, with possible renewal if so decided by the Conference of the Parties at its twenty-third session;
3. *Adopts* the memorandum of understanding between the Conference of the Parties and the United Nations Environment Programme regarding the hosting of the Climate Technology Centre, as contained in annex I to this decision;
4. *Authorizes* the Executive Secretary to sign, on behalf of the Conference of the Parties, the memorandum of understanding referred to in paragraph 3 above;
5. *Decides* that the Advisory Board of the Climate Technology Centre and Network is hereby established, with the constitution contained in annex II to this decision and with the functions contained in decision 2/CP.17, annex VII, paragraphs 8 and 9;
6. *Requests* the United Nations Environment Programme, as the host of the Climate Technology Centre, to convene and facilitate the first meeting of the Advisory Board as soon as possible in 2013, preferably prior to the thirty-eighth sessions of the subsidiary bodies;

- (e) Engagement of stakeholders;
- (f) Information and knowledge sharing;

5. *Stresses* the importance of engaging a broad range of stakeholders at the international, regional, national and subnational levels, including public institutions, the business community, academia and non-governmental organizations, in conducting its work, and that its work may require the establishment of institutional interfaces and communication channels at different levels, which would allow the Technology Executive Committee to mobilize and leverage a wider range of expertise and resources;

6. *Requests* the Technology Executive Committee to further elaborate its modalities on linkages with other relevant institutional arrangements under and outside the Convention, in the light of the agreed outcome of the seventeenth session of the Conference of the Parties, and to provide such modalities for consideration by the subsidiary bodies at their thirty-sixth sessions, with a view to recommending the modalities for adoption by the Conference of the Parties at its eighteenth session;

Activities and performance of the Technology Executive Committee for 2011

7. *Welcomes* the elected members of the Technology Executive Committee² and the election of Mr. Gabriel Blanco (Argentina) as chair and Mr. Antonio Pflüger (Germany) as vice-chair of the Technology Executive Committee for 2012 and acknowledges that Mr. Blanco and Mr. Pflüger acted as co-chairs of the first meeting of the Technology Executive Committee in 2011;

8. *Welcomes with appreciation* the report of the Technology Executive Committee on its activities and performance for 2011,³ including on the outcomes of the group's first meeting, and the timely delivery of its report on modalities and procedures,⁴ for consideration by the Conference of the Parties at its seventeenth session, as requested by decision 1/CP.16;

9. *Acknowledges* the late nomination of the members of the Technology Executive Committee for 2011 and agrees, on an

² FCCC/SB/2011/2, annex.

³ FCCC/SB/2011/2.

⁴ FCCC/CP/2011/8.

exceptional basis and without setting a precedent, that the term of office of the members of the Technology Executive Committee currently in office will end immediately before the first meeting of the Technology Executive Committee in 2014 for those members serving a term of two years and immediately before the first meeting of the Technology Executive Committee in 2015 for those members serving a term of three years, as recommended by the Technology Executive Committee at its first meeting;⁵

10. *Also acknowledges* that the Technology Executive Committee expects to develop its rolling work-plan for 2012–2013 during its next meeting, in February 2012, and requests that it make such work-plan available in its report to the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation⁶ at their thirty-sixth sessions;

11. *Encourages* Parties and relevant organizations in a position to do so to supplement the financial resources made available through the UNFCCC core budget for the implementation of the activities of the Technology Executive Committee.

information for governments, relevant bodies under the Convention and other stakeholders;

11. *Stresses* the need for the implementation of the technology needs assessment results;

12. *Agrees* that the technology needs assessment process should be integrated with other related processes under the Convention, including nationally appropriate mitigation actions, national adaptation plans and low-emission development strategies;

13. *Encourages* the financial and business communities and funding sources under and outside the Convention to facilitate the funding for the implementation of technology needs assessment results;

14. *Takes note* of the Technology Executive Committee's planning for further follow-up activities on issues relating to enabling environments and barriers, including those issues referred to in document FCCC/SB/2012/2, paragraph 35.

*9th plenary meeting
7 December 2012*

⁵ FCCC/CP/2011/8, paragraph 13.

⁶ Decision 1/CP.16, paragraph 126.

accredited observer organizations that are relevant to the Technology Executive Committee in performing its functions; on ways to promote enabling environments and to address barriers to technology development and transfer; and on technology road maps and action plans;

6. *Encourages* the Technology Executive Committee to continue its consultations with relevant stakeholders under and outside the Convention;

7. *Also encourages* the Technology Executive Committee to continue to consult relevant institutional arrangements under the Convention, including the Adaptation Committee, the Standing Committee and the Board of the Green Climate Fund, and to initiate consultations with the advisory board of the Climate Technology Centre and Network as soon as it is established, in order to seek their views on and coordinate the proposed modalities of the Technology Executive Committee on linkages with other relevant institutional arrangements under the Convention;³

8. *Requests* the Technology Executive Committee to report on the outcomes of its consultations with other relevant institutional arrangements in its report on activities and performance for 2013, in order to inform the consideration and approval by the Conference of the Parties at its nineteenth session of the modalities of the Committee on linkages with other relevant institutional arrangements under and outside the Convention;

9. *Notes* that the Technology Executive Committee, with the assistance of the secretariat, in addition to the activities already planned in its rolling workplan for 2012–2013 and consistent with its functions, will undertake specific follow-up activities in 2013 on enabling environments for and barriers to technology development and transfer, technology road maps and preparation of technical papers, as identified in its report referred to in paragraph 1 above, with a view to facilitating the effective implementation of the Technology Mechanism under the guidance of the Conference of the Parties;

10. *Recognizes* that technology needs assessments and their syntheses are a key information source for the work of the Technology Executive Committee in prioritizing its activities under the Technology Mechanism, and could be a rich source of

³ FCCC/SB/2012/2, annex.

Annex I

Modalities of the Technology Executive Committee

I. Definitions

1. For the purpose of the modalities and procedures of the Technology Executive Committee (TEC):

(a) The “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) “Parties” means Parties to the Convention;

(d) “Stakeholders” means the entities who have a role in the implementation of the functions of the TEC, or who may affect or be affected by the recommendations and actions of the TEC;

(e) “National communications” means national communications submitted by Parties in accordance with Articles 4 and 12 of the Convention;

(f) “TEC” means the Technology Executive Committee;

(g) “Technology needs assessments” means the technology needs assessments conducted under the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

(h) “National adaptation programmes of action” means national adaptation programmes of action referred to in decision 5/CP.7, paragraph 11(c);

(i) “Nationally appropriate mitigation actions” means nationally appropriate mitigation actions referred to in decision 1/CP.16, chapter III.B;

(j) “National adaptation plans” means national adaptation plans referred to in decision 1/CP.16, paragraph 15;

(k) “CTCN” means the Climate Technology Centre and Network referred to in decision 1/CP.16, paragraph 117(b);

(l) “Observers” means the observers to the meetings of the TEC referred to in paragraphs 47 and 49 of the rules of procedure of the TEC, as referred in annex II to this decision;

(m) “Expert advisers” means the expert advisers to the meetings of the TEC referred to in paragraph 44 of the rules of procedure of the TEC;

(n) “TT:CLEAR” means the technology transfer information clearing house developed under the technology transfer framework;

(o) “IPCC” means the Intergovernmental Panel on Climate Change.

II. Analysis and synthesis

2. For performing the functions as contained in decision 1/CP.16, paragraph 121(a), with regard to analysis and synthesis, the modalities will include, inter alia, the following:

(a) Producing periodic technology outlooks; collating, collecting and synthesizing a range of information on technology research and development and other technology-related activities from various sources, including, but not limited to, national communications, nationally determined technology needs and technology needs assessments, national adaptation programmes of action, nationally appropriate mitigation actions, national adaptation plans, and technology road maps and action plans; and examining the policy implications and opportunities for advancing technology development and transfer;

(b) Producing a series of technical papers on specific policies and technical issues, including those arising from technology needs assessments;

(c) Conducting a regular overview of existing technology development, transfer initiatives, activities and programmes with a view to identifying key achievements and gaps, good practices and lessons learned;

3. The TEC should aim to produce concise documents including executive summaries that can be useful for high-level policymakers, wherever possible.

4. The TEC should draw upon the best available expertise, liaise with existing organizations and institutions, and produce analysis that is broad-based, in order to ensure the credibility and legitimacy of its recommendations.

Decision 13/CP.18

Report of the Technology Executive Committee

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Article 4, paragraphs 1, 3, 5, 7, 8 and 9,

Also recalling decisions 1/CP.16, 2/CP.17 and 4/CP.17,

Further recalling that the Technology Executive Committee shall report, on an interim basis, to the Conference of the Parties, through the subsidiary bodies, on its activities and the performance of its functions,

Referring to decision 1/CP.16, paragraph 119,

1. *Welcomes* the report on activities and performance of the Technology Executive Committee for 2012,¹ including the outcomes of its 2nd, 3rd and 4th meetings;

2. *Also welcomes* the rolling workplan of the Technology Executive Committee for 2012–2013 and the progress made by the Committee in advancing its implementation;²

3. *Notes* with appreciation the key messages of the Technology Executive Committee on enabling environments for and barriers to technology development and transfer, which are wide-ranging and multidimensional, and that further work on these issues is being undertaken by the Technology Executive Committee, as well as technology road maps and technology needs assessments, as contained in the report referred to in paragraph 1 above;

4. *Recognizes* that the work on the key messages of the Technology Executive Committee may inform governments, relevant bodies under the Convention and other stakeholders;

5. *Notes* the extensive consultations held by the Technology Executive Committee with relevant stakeholders and the submissions from such stakeholders that were received in response to the Committee’s calls for inputs on actions undertaken by

¹ FCCC/SB/2012/2.

² FCCC/SB/2012/1, annex I.

59. *Agrees* to initiate, at its nineteenth session, the elaboration and consideration of the relationship between the Technology Executive Committee and the Climate Technology Centre and Network, in order to ensure coherence and synergy within the Technology Mechanism, taking into account the recommendations of the Technology Executive Committee on its linkage modalities, and the modalities and procedures of the Climate Technology Centre and Network, which will be presented for consideration and approval by the Conference of the Parties at its nineteenth session;

60. *Requests* the Technology Executive Committee, in elaborating its future workplan, to initiate the exploration of issues relating to enabling environments and barriers, including those issues referred to in document FCCC/SB/2012/2, paragraph 35;

61. *Recommends* the Advisory Board of the Climate Technology Centre and Network, in considering the programme of work of the Climate Technology Centre and Network, to take into account the following activities:

(a) Providing advice and support to developing country Parties, including capacity-building, in relation to conducting assessments of new and emerging technologies, in accordance with decision 1/CP.16, paragraphs 123(a)(i) and 128(e);

(b) Elaborating, in accordance with decision 2/CP.17, paragraph 135(a), the role of the Climate Technology Centre and Network in identifying currently available climate-friendly technologies for mitigation and adaptation that meet the key low-carbon and climate-resilient development needs of Parties;

62. *Agrees* to further elaborate, at its twentieth session, the linkages between the Technology Mechanism and the financial mechanism of the Convention, taking into consideration the recommendations of the Board of the Green Climate Fund, developed in accordance with decision 3/CP.17, paragraph 17, and of the Technology Executive Committee, developed in accordance with decision 4/CP.17, paragraph 6;

5. The TEC should also seek collaboration and, where appropriate, co-produce specific analysis and synthesis reports with relevant expert organizations. As a general option, the TEC could create institutional interfaces to seek inputs from relevant stakeholders in carrying out this function, which could include workshops, dialogues, ad hoc working groups and a designated website. It should also take advantage of possible institutional interfaces established with other constituted bodies under the Convention.

III. Policy recommendations

6. To perform the functions as contained in decision 1/CP.16, paragraph 121(b), (c) and (e), with regard to policy recommendations, the modalities will include, inter alia, the following:

(a) Recommending to the COP, or other relevant bodies under the Convention, actions to promote technology development and transfer and to address barriers;

(b) Recommending guidance on policies and programme priorities related to technology development and transfer, with special consideration given to least developed country Parties;

7. The TEC may engage stakeholders in formulating the TEC recommendations for action. The stakeholders may include Parties, the COP, other relevant bodies/entities, including the CTCN, operating entities of the financial mechanism of the Convention as well as a range of individual entities that will be affected by the implementation of the recommendations.

8. The TEC could establish working groups or panels composed of relevant experts on certain matters, which could include the members of the TEC, outside experts or both, to advise the TEC in formulating its policy recommendations consistent with the rules of procedure of the TEC.

IV. Facilitation and catalysing

9. For performing the functions as contained in decision 1/CP.16, paragraph 121(d), (f) and (g), with regard to facilitating and catalysing actions, the modalities will include, inter alia, the following:

(a) Promoting and collaborating with relevant organizations, resources permitting, in organizing workshops and forums to increase the opportunities for sharing experience with experts in developing and implementing technology road maps and action plans as well as other technology-related activities;

(b) Establishing an inventory of existing collaboration activities and a regular review process, with a view to identifying key achievements and gaps, good practices and lessons learned;

(c) Making recommendations on actions to promote collaboration;

(d) Making recommendations on best practices and relevant tools to develop technology road maps and action plans;

(e) Establishing an inventory of technology road maps and action plans;

(f) Making recommendations on concrete actions, such as an international process for the development of technology road maps and action plans as well as support required to enhance the development of these items, and in particular capacity-building programmes that may be appropriate;

10. The TEC should identify stakeholders for each technology area, taking into consideration that the CTCN, intergovernmental organizations and other technology actors at the national level would be important partners in undertaking the function of developing technology road maps, while general technology cooperation would be an area where international organizations, the private sector, non-governmental organizations and research communities could have an important role to play.

11. The TEC should establish a procedure to involve stakeholders with regard to providing information on cooperative activities including experiences shared, lessons learned and opportunities for collaboration in facilitating and catalysing specific issues on the development and transfer of technologies. The TEC could consider establishing a permanent or issue-based interface with relevant organizations with expertise on climate technologies for the sake of efficiency and effectiveness.

Decision 1/CP.18

Agreed outcome pursuant to the Bali Action Plan

IV. Enhanced action on technology development and transfer to support action on mitigation and adaptation

The Conference of the Parties,

Acknowledging the achievements made in relation to technology development and transfer within the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, including the establishment of the Technology Mechanism, comprising the Technology Executive Committee and the Climate Technology Centre and Network, and the agreed arrangements to enable the Technology Mechanism to become fully operational in 2012, as well as the progress made by the Subsidiary Body for Implementation in selecting the host of the Climate Technology Centre,

Also acknowledging the progress made by the Technology Executive Committee in implementing its workplan for 2012–2013,³

Recalling that the Conference of the Parties, at its seventeenth session, requested each thematic body under the Convention to elaborate its modalities for establishing linkages with other relevant bodies, including the Adaptation Committee, by decision 2/CP.17, paragraph 99, the Board of the Green Climate Fund, by decision 3/CP.17, paragraph 17, and the Technology Executive Committee, by decision 4/CP.17, paragraph 6,

58. *Takes note* of the initial ideas of the Technology Executive Committee on its modalities for establishing linkages with other relevant institutional arrangements under the Convention, including the Advisory Board of the Climate Technology Centre and Network, as presented in its report considered at the thirty-sixth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation,⁴

³ FCCC/SB/2012/1, annex I.

⁴ FCCC/SB/2012/1.

XVI. Overriding authority of the Convention

62. In the event of any conflict between any provision of these rules and any provision of the Convention, the Convention shall take precedence.

*10th plenary meeting
9 December 2011*

V. Linkage with other institutional arrangements

12. The TEC acknowledged the need to achieve coherence and maintain interactions with other relevant institutional arrangements under and outside of the Convention as requested by decision 1/CP.16, paragraph 125. Without prejudicing the outcome of the negotiations between Parties on the possible relationships and linkages between the TEC and the CTCN, the financial mechanism and other institutional arrangements under the Convention being negotiated under the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, the TEC agreed to reconsider its modalities on these matters at its first meeting to be held in 2012, in the light of an expected agreed outcome in this regard at the seventeenth session of the COP.

VI. Engagement of stakeholders

13. The TEC should engage a broad range of stakeholders at the international, regional and national levels, including public institutions, the business community, academia and non-governmental organizations, in conducting its work. Stakeholder engagement would be issue-based and would be channelled through work programmes, and may require the establishment of institutional interfaces and communication channels at different levels, which would allow the TEC to mobilize and leverage a wider range of expertise and resources.

14. The TEC could engage relevant stakeholders through, inter alia, the following:

(a) Offering participation in the TEC meetings as observers or expert advisers, where applicable;

(b) Engaging stakeholders through other models that the TEC may consider establishing, such as consultative groups, stakeholder forums and technical task forces.

VII. Information and knowledge sharing

15. The TEC should disseminate its outputs and facilitate knowledge sharing through a well-functioning information platform that responds to the information and knowledge service requirements of its potential users, including Parties and a wide range of technology actors, experts and stakeholders.

16. The platform would be a tool used to promote the collaboration between various actors and to seek cooperation with relevant international organizations and initiatives. It would support the efforts of the TEC in the following ways: exploring opportunities for information sharing, establishing links with existing knowledge platforms and implementing joint initiatives and programmes.

17. The TEC should consider upgrading TT:CLEAR with an expanded and more strategic focus, tailored to the functions of the TEC, and building on existing technology information networks.

XIII. Panels and working groups

56. The TEC may establish panels and working groups, if required, to provide, inter alia, expert advice to assist the TEC in its work.

57. In establishing a panel or working group, the TEC shall determine its terms of reference, which shall include a workplan, the deadline for submission of documents, the criteria for selection of panel or working group members and the necessary budgetary requirements.

XIV. Workplan

58. The TEC shall agree on the workplan. The secretariat shall prepare information on the financial requirements for the implementation of the workplan for consideration by the TEC. The workplan shall be kept under regular review by the TEC.

59. Newly funded activities not included in the original workplan shall be circulated by the secretariat at the request of the chair for approval by the TEC. Such approval may also be provided through electronic means, in accordance with paragraph 55 above. Committee members may provide their response and approval within two weeks of the circulation of the information by the secretariat.

60. Funding for activities included in the original workplan and for newly funded activities not included in the workplan may be accepted from Parties and the private sector, in accordance with United Nations and UNFCCC rules and regulations.¹²

XV. Amendments to the rules of procedure

61. These rules of procedure may be amended by the TEC by consensus and, to be effective, must be approved formally by the COP. Pending formal approval, the TEC may decide to apply the amendment provisionally.

¹² Financial Regulations and Rules of the United Nations, available at <<http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/7>>.

participate in a meeting of the TEC as expert advisers on specific issues under consideration at the meeting.

XI. Participation of observers

47. The meetings of the TEC shall be open to attendance by accredited observer organizations and observers from Parties, except where otherwise decided by the TEC.¹¹

48. The meetings of the TEC that are open shall be webcast through the UNFCCC website.

49. The TEC may decide on additional procedures for the participation of observer organizations other than those accredited to the UNFCCC.

50. The TEC may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings, in accordance with the procedures for the participation of observer organizations referred to in paragraphs 47 and 49 above.

51. The TEC may decide at any time that a meeting or part thereof should be closed to observers.

52. The secretariat shall notify observers of the date and venue of the meeting that they may attend. Observers shall notify the secretariat at least three weeks in advance of the meeting of their intention to attend.

53. Observers may, with the agreement of the TEC, be invited to address the TEC on matters under consideration by the TEC. The chair shall notify the TEC one week in advance of the meeting of the proposed interventions by observers, if any.

54. Any observer wishing to make an intervention under particular items on the agenda at a meeting shall inform the chair through the secretariat of its interest at least two weeks in advance.

XII. Use of electronic means of communication

55. The TEC shall use electronic means of communication to facilitate intersessional work and to take decisions in accordance with guidelines to be agreed by the TEC. The secretariat shall ensure that a secure and dedicated web interface is established and maintained to facilitate the work of the TEC.

Annex II

Rules of procedure of the Technology Executive Committee

I. Scope

1. These rules of procedure shall apply to the Technology Executive Committee (TEC) in accordance with decision 1/CP.16, paragraph 125, and appendix IV to that decision on the composition and mandate of the TEC, as well as with any other relevant decisions of the Conference of the Parties.

II. Definitions

2. For the purpose of these rules:

(a) The “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) “CTCN” means the Climate Technology Centre and Network;

(d) “Chair” means the member of the TEC elected as chair of the TEC;

(e) “Vice-chair” means the member of the TEC elected as vice-chair of the TEC;

(f) “Observers” means observers to the meetings of the TEC;

(g) “Stakeholders” means the entities that have a role in the implementation of the functions of the TEC, or that may affect or be affected by the recommendations and actions of the TEC;

(h) “Secretariat” means the secretariat referred to in Article 8 of the Convention;

(i) “TEC” means the Technology Executive Committee.

¹¹ Decision 1/CP.16, appendix IV, paragraph 11.

III. Members

3. The COP, by decision 1/CP.16, decided that the TEC shall have the mandate and composition as contained in appendix IV to that decision.

4. The TEC shall comprise 20 expert members, elected by the COP, serving in their personal capacity and nominated by Parties with the aim of achieving a fair and balanced representation, as follows:

(a) Nine members from Parties included in Annex I to the Convention (Annex I Parties);

(b) Three members from each of the three regions of the Parties not included in Annex I to the Convention (non-Annex I Parties), namely Africa, Asia and the Pacific, and Latin America and the Caribbean; one member from a small island developing State; and one member from a least developed country Party;¹

5. Members shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

(a) Half of the members shall be elected initially for a term of three years and half of the members shall be elected for a term of two years;

(b) Thereafter, the COP shall elect every year a member for a term of two years;

(c) The members shall remain in office until their successors are elected;²

6. The term of office of a member shall start at the first meeting of the TEC in the calendar year following his or her election and shall end immediately before the first meeting of the TEC in the calendar year in which the term ends, as applicable two or three years thereafter.

7. If a member of the TEC resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the TEC may decide, bearing in mind the proximity of

38. The secretariat shall indicate the administrative and financial implications of all substantive items on the proposed agenda.

39. The secretariat shall transmit the provisional annotated agenda and any supporting documentation to the members at least two weeks prior to the meeting. Documents may be transmitted after that date with the approval of the chair and the vice-chair.

40. Documents for a meeting, unless it has been decided by the chair and the vice-chair that the documentation should be restricted for internal use by its members, shall be published on the UNFCCC website at least three weeks prior to that meeting.

41. The TEC shall, at the beginning of each meeting, adopt the meeting agenda.

VIII. Decision-making

42. Decisions will be taken according to the rule of consensus.⁸

IX. Working language

43. The working language of the TEC shall be English.

X. Participation of expert advisers in meetings

44. The TEC, in performing its functions, should draw upon outside expertise, including the UNFCCC roster of experts and the CTCN, to provide advice, including as expert advisers at its meetings.⁹

45. The TEC should seek input from intergovernmental and international organizations and the private sector and may seek input from civil society in undertaking its work. It may invite advisers drawn from relevant intergovernmental and international organizations as well as the private sector and civil society to participate in its meetings as expert advisers on specific issues as they arise.¹⁰

46. The chair and the vice-chair may, in consultation with the TEC, invite representatives of intergovernmental and international organizations as well as the private sector and civil society to

¹ Decision 1/CP.16, appendix IV, paragraph 1.

² Decision 1/CP.16, appendix IV, paragraph 4.

⁸ Decision 1/CP.16, appendix IV, paragraph 2.

⁹ Decision 1/CP.16, appendix IV, paragraph 9.

¹⁰ Decision 1/CP.16, appendix IV, paragraph 10.

of meetings other than at the seat of the secretariat shall take into account the benefits of venue rotation, particularly venues in developing countries and those that facilitate the participation of key stakeholders of the TEC.

31. At least two thirds of the members of the TEC, representing a two-thirds majority of members from Annex I Parties and a two-thirds majority of members from non-Annex I Parties, must be present to constitute a quorum.

32. At the last Committee meeting of each calendar year, the chair and the vice-chair shall propose, for the approval of the TEC, a provisional schedule of meetings for the coming calendar year.

33. If the schedule, including dates and venue, of a meeting needs to be changed owing to unforeseen circumstances, the secretariat, with the agreement of the chair and the vice-chair, shall notify and seek agreement from the members on the new arrangement within two weeks of this notification, in accordance with paragraph 55 below. Once agreed, the secretariat shall post such information on the UNFCCC website at least eight weeks prior to the meeting in question. Where it is essential to facilitate the work of the TEC, the chair and the vice-chair may decide to shorten the notification period.

34. Members are requested to confirm their attendance at meetings of the TEC as early as possible and at least four weeks prior to a meeting for members eligible for funding for their participation to enable sufficient time for the secretariat to make the necessary travel arrangements.

VII. Agenda and documentation for meetings

35. The chair shall, in consultation with the vice-chair and assisted by the secretariat, prepare the provisional agenda for each meeting as well as a draft report on the meeting.

36. The provisional agenda for each meeting shall be transmitted to members of the TEC at least four weeks in advance of the meeting.

37. Members may propose additions or changes to the provisional agenda, in writing, to the secretariat within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the secretariat in agreement with the chair and the vice-chair.

the next session of the COP, to appoint another member from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.³

8. If a member is unable to participate in two consecutive meetings of the TEC and unable to perform the functions and tasks set out by the TEC, the chair will bring this matter to the attention of the TEC and will seek clarification from the regional group that nominated that member on the status of his or her membership.

IV. Chair and vice-chair

9. The TEC shall elect annually a chair and a vice-chair from among its members for a term of one year each, with one being a member from an Annex I Party and the other being a member from a non-Annex I Party. The positions of chair and vice-chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.⁴

10. If the chair is temporarily unable to fulfil the obligations of the office, the vice-chair shall serve as chair. In the absence of the chair and vice-chair at a particular meeting, any other member designated by the TEC shall temporarily serve as the chair of that meeting.⁵

11. If the chair or vice-chair is unable to complete the term of office, the TEC shall elect a replacement to complete the term of office, taking into account paragraph 8 above.⁶

12. Consistent with decision 1/CP.16, the TEC will be chaired by a chair and a vice-chair.

13. The chair and the vice-chair shall collaborate in chairing meetings of the TEC and in executing the work of the TEC throughout the year so as to ensure coherence between meetings.

14. After completion of his or her term of office, the chair will be nominated as vice-chair, and vice versa.

³ Decision 1/CP.16, appendix IV, paragraph 8.

⁴ Decision 1/CP.16, appendix IV, paragraph 5.

⁵ Decision 1/CP.16, appendix IV, paragraph 6.

⁶ Decision 1/CP.16, appendix IV, paragraph 7.

15. After the two-year cycle is complete, the TEC will nominate two new members for the roles, unless otherwise decided.

16. If either the chair or the vice-chair resigns or is otherwise unable to complete his or her term of office, the TEC shall elect a replacement from the appropriate constituency to complete the remainder of the term.

17. The chair of the meeting shall, *inter alia*, declare the opening and closing of the meeting, ensure the observance of these rules of procedure, accord the right to speak and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.

18. The chair of the meeting shall call upon speakers in the order in which they signify their desire to speak. The secretariat shall maintain a list of speakers. The chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

19. During discussion of any matter, a member may at any time raise a point of order, which shall be decided on immediately by the chair of the meeting. A member may appeal against the ruling of the chair. The appeal shall stand unless overruled by a two-thirds majority of the members, representing a two-thirds majority of members from Annex I Parties and a two-thirds majority of members from non-Annex I Parties.

20. Proposals and amendments to proposals may be introduced and submitted to the secretariat in writing by members; such proposals and amendments shall be circulated for consideration by all members of the TEC. As a general rule, no proposal shall be discussed or put forward for a decision at any meeting unless copies have been circulated to the members not later than the day preceding the meeting. However, the chair of the meeting may, with the agreement of the TEC, permit the discussion and consideration of proposals and amendments even though they have not been circulated or have been circulated only the same day.

21. The chair and/or the vice-chair, or any member designated by the TEC, shall report on behalf of the TEC to the COP and/or other subsidiary bodies as mandated by the COP.

22. The chair and/or the vice-chair, or any member designated by the TEC, shall represent the TEC at external meetings and shall report back to the TEC on those meetings.

23. The TEC may further define additional roles and responsibilities for the chair and the vice-chair.

24. The chair and the vice-chair in the exercise of their functions remain under the authority of the TEC.

V. Secretariat

25. The secretariat shall support and facilitate the work of the TEC.⁷

26. The secretariat shall:

(a) Make the necessary arrangements for the meetings of the TEC, including announcing meetings, issuing invitations and making available the relevant documents;

(b) Maintain meeting records and arrange for the storage and preservation of documents of the meetings;

(c) Make documents of the meetings of the TEC available to the public, unless a specific document is deemed confidential by the TEC;

27. The secretariat shall track the implementation of decisions on actions taken by the TEC and report on the progress of these actions intersessionally and at each meeting of the TEC.

28. In addition, the secretariat shall perform any other functions assigned that the TEC may require or that the COP may direct with respect to the work of the TEC.

VI. Meetings

29. The TEC shall meet at least twice per year as of 2012, resources permitting. Additional meetings may be organized as necessary to enable it to discharge its responsibilities.

30. The meetings of the TEC shall take place in the country of the seat of the secretariat, unless otherwise decided by the TEC and subject to the necessary arrangements being made by the secretariat in consultation with the chair. Decisions on the location

⁷ Decision 1/CP.16, appendix IV, paragraph 12.