

**7<sup>th</sup> Meeting of the Technology Executive Committee**

**Hilton Hotel, Bonn, Germany  
4–7 September 2013**

**Provisional agenda and annotations**

**I. Provisional agenda**

- 1. Opening of the meeting.**
- 2. Organizational matters:**
  - a) Adoption of the agenda for the 7<sup>th</sup> meeting;
  - b) Adoption of the minutes of the 6<sup>th</sup> meeting;
  - c) Membership of the TEC;
  - d) Organization of work of the meeting.
- 3. Update on participation in relevant meetings and events.**
- 4. Implementation of the rolling workplan for 2012–2013:**
  - a) Activities related to technologies for adaptation;
  - b) TEC Briefs:
    - i. Guidelines for the preparation of TEC Briefs;
    - ii. Finalization of the TEC Briefs;
    - iii. Strategy for the dissemination of TEC Briefs and other documents of the Technology Executive Committee;
  - c) Thematic dialogue on research, development and demonstration of environmentally sound technologies;
  - d) Technology needs assessments – In-session workshop;
  - e) Barriers to and enabling environments for technology development and transfer.
- 5. Matters relating to the Climate Technology Centre and Network:**
  - a) Second meeting of the Advisory Board of the Climate Technology Centre and Network;
  - b) Joint section of the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
  - c) Modalities for linkages with the Advisory Board of the Climate Technology Centre and Network.
- 6. Collaboration with other relevant institutional arrangements under and outside the Convention:**
  - a) Linkages with other institutional arrangements under the Convention;
  - b) Areas of work or topics and modalities to collaborate with relevant organizations outside the Convention.
- 7. Key messages to the Conference of the Parties.**

- 8. Report on activities and performance of the Technology Executive Committee for 2013.**
- 9. Possible elements of the workplan of the Technology Executive Committee for 2014–2015.**
- 10. Other matters:**
  - a) Dates and venue of the next meeting;
  - b) Issues for further consideration at the next meeting.
- 11. Closure of the meeting.**

## II. Annotations to the provisional agenda

### 1. Opening of the meeting

1. **Background:** The 7<sup>th</sup> meeting of the Technology Executive Committee (TEC) will be opened by the Chair of the TEC on Wednesday, 4 September 2013.

### 2. Organizational matters

#### (a) Adoption of the agenda for the 7<sup>th</sup> meeting

2. **Background:** The provisional agenda for TEC 7 was prepared by the Chair and Vice-Chair of the TEC with the assistance of the secretariat and was circulated to TEC members for comments prior to the meeting.
3. **Action:** The TEC will be invited to adopt the agenda for TEC 7.

<i>TEC/2013/7/1      Provisional agenda and annotations for the 7<sup>th</sup> Meeting of the Technology Executive Committee</i>
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#### (b) Adoption of the minutes of the 6<sup>th</sup> meeting

4. **Background:** The minutes of the 6<sup>th</sup> meeting of the TEC (TEC 6) were prepared by the secretariat under the guidance of the TEC Chair and Vice-Chair, and were circulated to TEC members for comments prior to the meeting.
5. **Action:** The TEC will be invited to adopt the minutes of TEC 6.

<i>TEC/2013/7/2      Minutes of the 6<sup>th</sup> Meeting of the Technology Executive Committee</i>
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#### (c) Membership of the TEC

6. **Background:** The “Rules of procedure of the Technology Executive Committee”, paragraph 7, state that 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 the next session of the Conference of the Parties (COP), to appoint another member from the same constituency to replace the said member for the remainder of that member’s mandate, in which case the appointment shall count as one term.
7. The member from Ukraine resigned after the 4<sup>th</sup> meeting of the TEC. The secretariat will be invited to inform the TEC on the status of the replacement of this member.
8. **Action:** The TEC may wish to take note of the information provided by the secretariat.

#### (d) Organization of the work of the meeting

9. **Background:** TEC 7 will be held from 4 to 7 September 2013 in Bonn, Germany. The meeting will be open to attendance by Parties and accredited observer organizations as observers, except where otherwise decided by the TEC. In accordance with the “Rules of procedure of the Technology Executive Committee”, the TEC may decide at any time that a meeting or part thereof should be closed to observers. There will be a live webcast of the meeting.
10. A tentative schedule of the meeting is presented as the last section of this document (see section III. Tentative meeting schedule).
11. **Action:** The TEC may wish to take note of the organization of the work of the meeting.

### 3. Update on participation in relevant meetings and events

12. **Background:** TEC members will be invited to provide an update or share information on their participation in any meetings or events that may be of relevance to the work of the TEC.
13. **Action:** The TEC may wish to take note of the information provided by the TEC members.

### 4. Implementation of the rolling workplan for 2012–2013

#### (a) Activities related to technologies for adaptation

14. **Background:** TEC 6 decided that the Chair of the TEC, with the support of the secretariat, would prepare and send a letter to the Chair of the Adaptation Committee (AC) in response to the letter received from the AC. The Chair of the TEC will be invited to provide an update on the preparation of this letter and of the exchanges held with the AC.
15. TEC 6 agreed to establish a taskforce on adaptation issues. The TEC decided to hold a workshop on technologies for adaptation at TEC 8, with the objective of determining one or more topics for TEC Brief(s) and seek inputs on these TEC Brief(s). The TEC also decided that the workshop would be organized by the Adaptation taskforce, with the support of the secretariat, and that the taskforce would complete the TEC Brief(s) by June 2014. The TEC agreed to launch the adaptation taskforce and determine its membership at TEC 7.
16. **Action:** The TEC will be invited to:
  - a. Define any follow-up interactions with the AC;
  - b. Designate the members of the Adaptation taskforce;
  - c. Define and confirm the mandate of the taskforce;

#### (b) TEC Briefs

##### i. Guidelines for the preparation of TEC Briefs

17. **Background:** The rolling workplan of the TEC for 2012-2013 contains the preparation of technology briefs. In order to ensure consistency across TEC Briefs, the TEC agreed to develop guidelines for the preparation of TEC Briefs, and requested the secretariat to prepare draft guidelines on this matter.
18. **Action:** The TEC will be invited to:
  - a. Consider the draft guidelines prepared by the secretariat under the guidance of the TEC Chair and Vice-Chair;
  - b. Adopt final guidelines to be applied to the three TEC Briefs to be finalized at TEC 7 and future TEC Briefs.

<i>TEC/2013/7/3 Draft guidelines for the preparation of TEC Briefs</i>
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##### ii. Finalization of the TEC Briefs

19. **Background:** TEC 6 considered a draft TEC Brief on technology needs assessment (TNAs) prepared by the TNA taskforce and a draft TEC Brief on technology roadmaps (TRMs) prepared by the TRM taskforce.
20. Following TEC 6, the TNA taskforce prepared two TEC Briefs on: the results and implementation of TNAs; and the integration of TNAs with other planning processes such as nationally appropriate mitigation actions (NAMAs) and national adaptation plans (NAPs), taking into account comments from TEC members.
21. With regards to the TEC Brief on TRMs, TEC members provided comments during TEC 6; the TRM taskforce revised and finalized the draft at the end of that meeting.
22. **Action:** The TEC will be invited to finalize all three TEC Briefs.

TEC/2013/7/4	<i>TEC Brief on the results of the TNAs</i>
TEC/2013/7/5	<i>TEC Brief on the integration of TNAs with NAMAs and NAPs</i>
TEC/2013/7/6	<i>TEC Brief on TRMs</i>

iii. Strategy for the dissemination of TEC Briefs and other documents of the Technology Executive Committee

23. **Background:** In order to effectively reach its audience and maximise the effect of the information conveyed, the TEC agreed to have a strategy to effectively disseminate the documents it will produce (TEC Briefs and other documents), and requested the secretariat to prepare a draft strategy for its consideration at its next meeting.
24. **Action:** The TEC will be invited to:
- Consider the draft strategy prepared by the secretariat under the guidance of the TEC Chair and Vice-Chair;
  - Agree on a strategy to be implemented in the disseminating of the three TEC Briefs to be finalized at TEC 7 and other TEC documents.

TEC/2013/7/7	<i>Draft strategy for the dissemination of documents of the Technology Executive Committee</i>
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(c) Thematic dialogue on research, development and demonstration of environmentally sound technologies

25. **Background:** TEC 6 held a thematic dialogue on research, development and demonstration (RD&D) of environmentally sound technologies. The TEC requested the secretariat to prepare a summary report of this event.
26. **Action:** The TEC will be invited to consider the summary report of the thematic dialogue, and determine any follow-up activities on this matter.

TEC/2013/7/8	<i>Summary report of the thematic dialogue on research, development and demonstration of environmentally sound technologies</i>
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(d) Technology needs assessments – In-session workshop

27. **Background:** TEC 6 agreed to hold a workshop on TNAs to: present preliminary findings from the third synthesis report on TNAs; share experiences and lessons learned from the TNA process; identify specific needs and practical actions that could assist countries in implementing the results of TNAs; and discuss possible linkages between the TNA process and other planning tools under the Convention. As a result of the discussions, the TEC decided to hold an in-session workshop on TNAs as part of TEC 7, to take place on Friday afternoon, 6 September 2013.
28. **Action:** The TEC will be invited to consider the outcomes of the workshop and determine any appropriate follow-up activities on this matter.

TEC/2013/7/9	<i>Agenda for the workshop on technology needs assessments</i>
TEC/2013/7/15	<i>Executive summary of the third synthesis report on technology needs assessments identified by Parties not included in Annex I to the Convention</i>

(e) Barriers to and enabling environments for technology development and transfer

29. **Background:** The TEC, at TEC 3 and TEC 4, held two thematic dialogues on barriers to and enabling environments for technology development and transfer. The TEC, in its report to the COP on its activities and performance for 2012, included key messages and follow up activities on this matter.

30. The COP, by decision 1/CP.18, paragraph 60, requested the TEC, in elaborating its future work plan, 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.
31. TEC 6 considered and discussed the background paper “Compilation and synthesis of information contained in the second round of TNAs, with particular focus on barriers to and enabling environments for technology development and transfer” (TEC/2013/6/10). The TEC also requested the secretariat to prepare a summary report of the two thematic dialogues held in 2012 on barriers and enabling environments, for consideration at TEC 7. TEC 6 agreed to continue discussion on this matter at TEC 7.
32. **Action:** The TEC will be invited to consider the information contained in the reports prepared by the secretariat and determine any appropriate follow-up activities on this matter.

<i>TEC/2013/7/10</i>	<i>Summary report of the thematic dialogues on barriers to and enabling environments for technology development and transfer</i>
<i>TEC/2013/6/10</i>	<i>Compilation and synthesis of information contained in the second round of TNAs, with particular focus on barriers to and enabling environments for technology development and transfer</i>
<i>FCCC/SB/2012/2</i>	<i>Report on activities and performance of the Technology Executive Committee for 2012</i>

## 5. Matters relating to the Climate Technology Centre and Network

### (a) Second meeting of the Advisory Board of the Climate Technology Centre and Network

33. **Background:** The Advisory Board (AB) of the CTCN held its 1<sup>st</sup> meeting from 14 to 15 May 2013 in Copenhagen, Denmark. The AB selected its Chair and Vice-Chair, discussed its rules of procedure, the criteria for prioritization of requests for CTCN assistance and the main elements of the programme of work of the CTCN for 2013. The AB also agreed to hold its 2<sup>nd</sup> meeting from 9 to 11 September 2013, back-to-back with TEC 7.
34. A representative of the United Nations Environment Programme (UNEP) will be invited to provide an update of the preparation of the 2<sup>nd</sup> meeting of the AB.
35. **Action:** The TEC may wish to take note of the information provided by the representative of UNEP;

### (b) Joint section of the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network

36. **Background:** The COP, by decision 1/CP.16, paragraph 126, decided that the TEC and the CTCN shall report to the COP, through the subsidiary bodies, on their respective activities and the performance of their respective functions. By decision 14/CP.18, paragraph 11, the COP requested the CTC to consult with the TEC 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 COP through the subsidiary bodies (SBs) at their thirty-ninth sessions.
37. The TEC agreed that the joint annual report TEC-CTCN should be a single document with three sections (TEC-CTCN section, a report of the TEC and a report of the CTCN), and that the document would need to be completed in a timely manner to meet the secretariat’s deadlines to assure for translation into all official United Nations languages.
38. The TEC requested the TEC Chair and Vice-Chair to work with the CTCN-AB Chair and Vice-Chair to draft the joint section of the joint annual report of the TEC and the CTCN. A draft was prepared and circulated prior to the meeting.

39. **Action:** The TEC will be invited to:
- a. Consider the draft joint section of the joint annual report TEC-CTCN and agree on the final draft to be forwarded for further consideration by the Advisory Board of the CTCN.
  - b. Authorize the TEC Chair and Vice-Chair to finalize the joint section after TEC 7 in collaboration with the CTCN-AB Chair and Vice-Chair.

*TEC/2013/7/11 Draft joint section of the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network*

(c) Modalities for linkages with the Advisory Board of the Climate Technology Centre and Network

40. **Background:** The COP, by decision 1/CP.18, paragraph 59, agreed to initiate, at its nineteenth session, the elaboration and consideration of the relationship between the TEC and the CTCN, in order to ensure coherence and synergy within the Technology Mechanism, taking into account the recommendations of the TEC on its linkage modalities, and the modalities and procedures of the CTCN, which will be presented for consideration and approval by the COP at its nineteenth session.
41. By decision 13/CP.18, paragraph 8, the COP requested the TEC 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 COP at its nineteenth session of the modalities of the TEC on linkages with other relevant institutional arrangements under and outside the Convention.
42. **Action:** The TEC will be invited to further consider and agree on modalities for linkages with the CTCN-AB.

**6. Collaboration with other relevant institutional arrangements under and outside the Convention**

a) Linkages with institutional arrangements under the Convention

43. **Background:** By decision 13/CP.18, paragraph 8, the COP requested the TEC 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 COP at its nineteenth session of the modalities of the TEC on linkages with other relevant institutional arrangements under and outside the Convention.
44. TEC 6 agreed to send letters to the following bodies to express the willingness of the TEC to engage with them: the Least Developed Countries Expert Group (LEG), the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), the Board of the Green Climate Fund (GCF), the Standing Committee on Finance (SCF) and the Global Environment Facility (GEF). The Chair of the TEC will be invited to provide an update on the preparation of these letters.
45. TEC 6 established a taskforce on long-term finance (LTF) and requested it to prepare a draft submission on the views of the TEC on the work programme on LTF. The TEC also agreed that a member of the TEC could participate, in their personal capacity, in the 2<sup>nd</sup> meeting of experts on LTF. The LTF taskforce of the TEC will be invited to inform the TEC on the preparation of this submission, and the TEC member who participated in the 2<sup>nd</sup> meeting of experts on LTF will be invited to provide his reflection on the meeting.
46. **Action:** The TEC will be invited to:
  - a. Consider any response received from those bodies;
  - b. Define any follow-up interaction activities with those bodies;
  - c. Take note of the update by the taskforce on LTF and the outcomes of the 2<sup>nd</sup> meeting of experts on LTF

<i>FCCC/SB/2012/2</i>	<i>Report on activities and performance of the Technology Executive Committee for 2012, Annex: Modalities of the Technology Executive Committee on linkages with other relevant institutional arrangements under and outside the Convention</i>
<i>TEC/2013/7/12</i>	<i>Submission of the TEC on long-term finance</i>

b) Areas of work or topics and modalities to collaborate with other relevant organizations outside the Convention

47. **Background:** TEC 5 requested the Linkage taskforce to propose specific areas of work or specific topics in which the TEC could benefit from inputs from relevant stakeholders outside the Convention and to propose modalities to engage these stakeholders. TEC 6 agreed to continue to discuss the matter at TEC 7. The specific areas of work proposed by the Linkage task-force are: review of technology needs from various sources; review the inventory of road maps; organize thematic dialogues in order to seek cooperation with other relevant technology initiatives, stakeholders and organizations; produce technical paper(s) on topics agreed by the TEC; and prepare technology briefs on topics agreed by the TEC (TEC/2013/6/6).
48. Observers will be invited to actively participate in discussions on possible areas of work or topics and modalities for collaboration with organizations outside the Convention. The meeting will be opened for comments by public via social media.
49. **Action:** The TEC will be invited to:
- a. Invite observers to propose and participate in discussions on possible areas of work or topics and modalities to collaborate with other relevant organizations outside the Convention ;
  - b. Consider and agree on areas of work or topics and modalities to collaborate with other relevant organizations outside the Convention.

<i>TEC/2013/6/6</i>	<i>Background paper on collaboration with other relevant institutional arrangements under and outside the Convention</i>
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## 7. Key messages to the Conference of the Parties

50. **Background:** The COP, by its decision 1/CP.16, paragraph 126, decided that the TEC and the Climate Technology Centre and Network (CTCN) shall report, on an interim basis, and without prejudice to the relationship between the TEC and the CTCN, to the COP, through the subsidiary bodies, on their respective activities and on the performance of their respective functions.
51. **Action:** The TEC will be invited to consider and agree on key deliverables that should be highlighted as its achievements for 2013 to be included in its report for Warsaw and to be used for its outreach activities, such as side event in Warsaw, including possible key messages resulting from its activities.

## 8. Report on activities and performance of the Technology Executive Committee for 2013

52. **Background:** The COP, by its decision 1/CP.16, paragraph 126, decided that the TEC and the Climate Technology Centre and Network (CTCN) shall report, on an interim basis, and without prejudice to the relationship between the TEC and the CTCN, to the COP, through the subsidiary bodies, on their respective activities and on the performance of their respective functions.
53. **Action:** The TEC will be invited to:
- a. Consider the structure and main elements to be included in its annual report for 2013.



- b. Authorize the TEC Chair and Vice-Chair to finalize the TEC report, with the support of the secretariat, following the conclusion of TEC 7.

*TEC/2013/7/13 Draft section of the Technology Executive Committee of the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network*

## 9. Possible elements of the workplan of the Technology Executive Committee for 2014–2015

54. **Background:** The “Rules of procedure of the Technology Executive Committee” state, in paragraph 58, that the TEC shall agree on its workplan. As the 2012–2013 rolling workplan of the TEC will conclude at the end of this year (2013), the TEC may decide, at its 7<sup>th</sup> meeting, to initiate consideration of elements that could be included in the 2014–2015 workplan of the TEC.
55. During TEC 6, members suggested a number of activities which could be included in the future workplan of the TEC, including the preparation of TEC Briefs on technologies for adaptation and mitigation.
56. Taking into account changes to the membership of the TEC and its chairs before the first meeting of the TEC in 2014, the TEC may consider finalizing its 2014–2015 rolling workplan at its first meeting in 2014.
57. **Action:** The TEC will be invited to:
- Initiate discussion on the possible elements of its workplan for 2014–2015 with a view to further elaborating and adopting the workplan at TEC 8.
  - Agree on its short term activities to be implemented before its first meeting in 2014.

*TEC/2013/7/14 Background paper on possible key elements of the 2014–2015 workplan of the Technology Executive Committee*

## 10. Other matters

### (a) Dates and venue of the next meeting

58. **Background:** In accordance with the “Rules of procedure of the Technology Executive Committee”, paragraph 29, the TEC shall meet at least twice a year, resources permitting. Additional meetings may be organized as necessary to enable it to discharge its responsibilities.
59. **Action:** The TEC will be invited to determine the date and venue of its next meeting.

### (b) Issues for further consideration at the next meeting

60. Any other matters arising from this meeting will be taken up under this item

## 11. Closure of the meeting

61. **Background:** TEC 7 is scheduled to be closed on Saturday 7 September 2013 at 13.00 h. There will be an opportunity provided for statements by observers before the closing of the meeting.
62. **Action:** After any statement made by observers, the TEC Chair will be invited to close the meeting.

### III. Tentative meeting schedule

**Registration:** Wednesday, 4 September 2013, 13:00 to 13:45

<b>Day 1: Wednesday, 4 September 2013</b>		
14:00 – 14:15	<b>Agenda item 1</b>	<b>Opening of the meeting</b>
14:15 – 14:45	<b>Agenda item 2</b>	<b>Organizational matters</b>
	a)	Adoption of the agenda for the 7 <sup>th</sup> meeting
	b)	Adoption of the minutes of the 6 <sup>th</sup> meeting
	c)	Membership issues
	d)	Organization of work of the meeting
14:45 – 15:00	<b>Agenda item 3</b>	<b>Update on participation in relevant meetings and events</b>
15:00 – 15:30	<b>Agenda item 4</b>	<b>Implementation of the rolling workplan for 2012 - 2013</b>
	a)	Activities related to technologies for adaptation
15:30 – 15:45	<i>Coffee break</i>	
15:45 – 16:15	b)	TEC Briefs
	i.	Guidelines for the preparation of TEC Briefs
16:15 – 18:00	ii.	Finalization of the TEC Briefs
18:00 – 18:30	iii.	Strategy for the dissemination of TEC Briefs and other documents of the TEC
<b>Day 2: Thursday, 5 September 2013</b>		
08:30 – 09:15	c)	Thematic dialogue on research, development and demonstration of environmentally sound technologies
09:15 – 10:45	e)	Barriers to and enabling environments for technology development and transfer
10:45 – 11:00	<i>Coffee break</i>	
11:00 – 11:15	<b>Agenda item 5</b>	<b>Matters related to the Climate Technology Centre and Network</b>
	a)	Second meeting of the Advisory Board of the Climate Technology Centre and Network
11:15 – 12:00	b)	Joint session of the Advisory Board of the Technology Executive Committee and the Climate Technology Centre and Network
12:00 – 12:30	c)	Modalities for linkages with the Advisory Board of the Climate Technology Centre and Network
12:30 – 14:00	<i>Lunch break</i>	

14:00 – 14:30	<b>Agenda item 6</b>	<b>Collaboration with other relevant institutional arrangements under and outside the Convention</b>
	a)	Linkages with other relevant institutional arrangements under the Convention
14:30 – 15:45	b)	Linkages with other relevant institutional arrangements outside the Convention
15:45 – 16:00	<i>Coffee break</i>	
16:00 – 18:30	<b>Agenda item 7</b>	<b>Key messages to the Conference of the Parties</b>
<b>Day 3: Friday, 6 September 2013</b>		
08:30 – 10:45	<b>Agenda item 9</b>	<b>Possible elements of the workplan of the Technology Executive Committee for 2014 - 2015</b>
10:45 – 11:00	<i>Coffee break</i>	
11:00 – 12:30	<b>Agenda item 9</b>	<b>Possible elements of the workplan of the Technology Executive Committee for 2014 - 2015</b>
12:30 – 14:00	<i>Lunch break</i>	
14:00 – 19:00	<b>Agenda item 4</b>	<b>Implementation of the rolling workplan for 2012 - 2013</b>
	d)	Technology needs assessments – In session workshop
<b>Day 4: Saturday, 7 September 2013</b>		
8:30 – 9:30	<b>Agenda item 4</b>	<b>Implementation of the rolling workplan for 2012 - 2013</b>
	b) ii.	Finalization of the TEC Briefs
09:30 – 10:45	<b>Agenda item 7</b>	<b>Key messages to the Conference of the Parties</b>
10:45 – 11:00	<i>Coffee break</i>	
11:00 – 12:00	<b>Agenda item 7</b>	<b>Key messages to the Conference of the Parties</b>
12:00 – 12:30	<b>Agenda item 8</b>	<b>Report on activities and performance of the TEC for 2013</b>
12:30 – 13:00	<b>Agenda item 10</b>	<b>Other matters</b>
	a)	Dates and venue of the next meeting
	b)	Issues for further consideration
<i>Closure of the TEC-7 meeting</i>		