**Ninth meeting of the Technology Executive Committee**

**Langer Eugen, Bonn, Germany
18–21 August 2014**

**Background note**

## Draft guidelines on modalities for the work of task forces of the Technology Executive Committee

## I.  Introduction

### A.  Background

1.   The Technology Executive Committee (TEC) established at its 8th meeting several task forces to undertake intersessional work on activities of the "Rolling workplan of the Technology Executive Committee for 2014-2015". Most task forces have initiated their work, and for some their membership has changed.

2.   Since the esblishment of these task forces, it has become apparent that there is a need to clarify the modalities for the work of task forces, including the mode of communication and consultation with the Chair and Vice-Chair of the TEC and all TEC members.

### B.  Scope of the note

3.   This background note, prepared under the guidance of the TEC Chair and Vice-Chair, provides draft guidelines on modalities for the work of task forces of the TEC.

4.   The guidelines would be a living document as the TEC may decide to modify its content in the future.

### C.  Possible action by the Technology Executive Committee

5.   The TEC will be invited to consider at its 9th meeting the draft guidelines contained in the annex to this background note, and adopt guidelines on modalities for the work of task forces of the TEC, to become effective after TEC 9 onwards.

United Nations
Framework Convention on
Climate Change

**Annex**

# Draft guidelines on modalities for the work of task forces of the Technology Executive Committee

## I.  Scope

1.      These modalities serve as internal guidelines for the Technology Executive Committee (TEC), and apply to all its task forces.

2.      The objective of these modalities is to enhance the effectiveness, efficiency and transparency of the work of TEC task forces.

## II.  General

3.      The TEC may decide at a TEC meeting to establish a task force to undertake any task or work in support of the implementation of the rolling workplan of the TEC, or to address any other ad-hoc request or mandate. At the same time, the TEC will define the general mandate of the task force and related timeline of work.

4.      A task force will work in accordance with its specific terms of reference (ToR), prepared consistently with its general mandate.

5.      The TEC may provide further guidance to a task force in the course of its work. The TEC will make final decisions on any outcomes recommended by the task force for the TEC's consideration.

## III.  Composition

### A.  General

6.      When establishing a task force, the TEC will agree on the composition of the task force's membership, taking into the need to ensure effectiveness, efficiency and inclusiveness in the work of the task force.

7.      In defining such composition, the TEC may decide to include representative(s) of observer organisation(s).

### B.  TEC members

8.      Participation of TEC members in task forces will be voluntary.

9.      In the course of a task force's work, new task force members may be needed, e.g. to replace TEC members who resigned or to add new TEC members wishing to join and contribute. Changes in membership will be agreed by the TEC, intersessionally via electronic means by an email sent by the TEC Chair on a non-objection basis, or in TEC meetings.

### C.  Observer organizations

10.      The TEC may consider the following constituencies to participate in task forces:

    a)      Business and industry non-governmental organizations (BINGO);

    b)      Environmental non-governmental organizations (ENGO);

    c)      Research and independent non-governmental organizations (RINGO);

    d)      Intergovernmental organizations (IGO);

e)      Other admitted observer organizations to the UNFCCC, as appropriate.

11.     Invitations to BINGO, ENGO and RINGO will be sent by the TEC Chair to the designated focal point of the constituency, for them to identify a representative.

12.     For IGO, and based on a list of possible relevant organizations prepared by the secretariat, TEC members of the task force will select and recommend one organisation to the TEC Chair and Vice-Chair for approval. On an exceptional basis, the task force may consider inviting an additional observer organisation to participate, if necessary and relevant to the work being undertaken by the task force, for approval by the TEC Chair and Vice-Chair. Invitation will be sent by the TEC Chair directly to the selected IGO(s).

13.     Selection of representatives of observer organizations should be based on an issue-oriented basis, while also ensuring a minimum knowledge of the TEC's work.

14.     In addition to the above observer organisations, a task force may decide, on an ad-hoc basis, to consult or invite a particular expert or organization to provide inputs on a specific issue.

## D.   Facilitator

15.     A task force may decide to designate one of its TEC members as the facilitator of the task force. The facilitator's main task will be to help ensure timely and effective conduct of the work of the task force, including facilitating discussions in conference calls.

# IV.   Terms of reference

16.     The ToR of all task forces will follow a consistent format and cover the following: background, general mandate, membership, scope of work, activities, deliverables and timeline, and organization of work.

17.     Based on the general mandate of the task force defined by the TEC, the TEC members of the task force, with the support of the secretariat, will prepare drafts ToR and submit them to the TEC Chair and Vice-Chair for possible further guidance. Based on such guidance, TEC members of the task force will finalize the ToR.

18.     The final ToR will be shared with representatives of observer organizations that are part of the task force, if any.

# V.   Organization and conduct of work

## A.   Nature of work

19.     Task forces will conduct the majority of their work intersessionally. Some work may be undertaken during TEC meetings, in break out groups, e.g. to further consider a particular issue, or draft parts of documents for the TEC's consideration.

20.     Contribution expected from task force members will consist of having substantive discussions, and providing inputs in a timely manner on issues, actions, or draft documents, in relation to the scope of work of the task force, as per the ToR.

## B.   Communication

21.     Members of task forces will communicate and exchange information, views and documents primarily via electronic means, including by emails and conference calls. Face-to-face meetings outside of TEC meetings may be organized, on an exceptional basis.

22.    The TEC Chair and Vice-Chair are to be copied in all communications sent by the secretariat to any task forces. Upon request by a TEC member, a task force will provide information and update on its work to all TEC members.

## C.    Consultation

23.    A task force may seek guidance from the TEC Chair and Vice-Chair on particular issues to ensure the timely and effective conduct of its work.

24.    The TEC Chair and Vice-Chair may provide further guidance to the task force intersessionally. If needed, the TEC Chair and Vice-Chair may decide to further consult the TEC as a whole, via electronic means or at the subsequent TEC meeting.

## D.    Reporting

25.    All task forces will report on the progress of their work at each TEC meeting. This may be an oral update or a presentation of a background paper, another document, or recommendations submitted by the task force to the TEC.

## E.    Support

26.    The work of task forces will be supported by the secretariat.

27.    Support from external experts may be sought for the preparation of documents, such as background papers and TEC Briefs, subject to available resources.

# VI.    Monitoring of progress of work

28.    The secretariat will maintain a public webpage on TT:CLEAR providing general information on the progress of work of all task forces.