

Thirteenth meeting of the Technology Executive Committee

United Nations Campus (AHH building), Bonn, Germany
6–9 September 2016

Background note

Updated procedures for preparing the joint chapter of the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network

Proposal by the Chairs and Vice-Chairs of the Technology Executive Committee
and the Advisory Board of the Climate Technology Centre and Network

I. Introduction

A. Background

1. Mandates

1. The Conference of the Parties (COP), by decision 2/CP.17, paragraph 142, and decision 14/CP.18, paragraph 11, requested the Technology Executive Committee (TEC) and the Climate Technology Centre and Network (CTCN) to the COP through the subsidiary bodies. In response to that request, the TEC and the CTCN agreed on the following procedures for preparing the joint annual report, as presented in paragraph 3 of the joint annual report of the TEC and the CTCN for 2013 (FCCC/SB/2013/1):

3. *In response to that request, and following intersessional consultations between the Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the Advisory Board of the CTCN (hereinafter referred to as the Advisory Board), the two bodies agreed on the following procedures for preparing the joint annual report:*

- a) *It should be a single document covering three sections:*
 - i. *Joint chapter of the TEC and the CTCN;*
 - ii. *Report of the TEC;*
 - iii. *Report of the CTCN;*
- b) *It should be completed in a timely manner and not exceed the word limit of the UNFCCC, in order to ensure its translation into all six official United Nations languages;*
- c) *The Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the Advisory Board are to prepare and finalize the joint chapter of the report, taking into account any comments received from members of the TEC and the Advisory Board.*

2. The COP, by decision 12/CP.21, welcomed the joint annual report of the TEC and the CTCN for 2015. It also invited the TEC and the Advisory Board of the CTCN to update the procedures for preparing the joint chapter of the joint annual report of the TEC and the CTCN.



2. Work undertaken

3. Following the invitation of the COP at its twenty-first session, the TEC, at its 12th meeting, requested its Chair and Vice-Chair to initiate work with the Chair and Vice-Chair of the CTCN Advisory Board on the preparation of a proposal for updated procedures for preparing the joint chapter of the joint annual report, for consideration by the TEC. Such work also appears as activity 26.1 of the TEC rolling workplan for 2016–2018.

4. The Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board held a conference call and had further exchanges to consider the issue. They developed a proposal, as presented below, for updated procedures for preparing the joint chapter of the joint annual report of the TEC and the CTCN.

B. Scope of the note

5. This background note presents the proposal by the Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board.

C. Expected action by the Technology Executive Committee

6. The TEC will be invited to endorse the proposal made by the Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board.

D. Consideration by the Advisory Board of the Climate Technology Centre and Network

7. It should be noted that this proposal will also be considered by the CTCN Advisory Board, at its 8th meeting which take place on 23-25 August 2016.

II. Proposal for updated procedures for preparing the joint chapter

8. The proposal consists of using the current procedures agreed by the TEC and the CTCN in 2013 and amending them to make provision for aiming at having a joint meeting of the TEC and the CTCN Advisory Board to consider and agree on the final joint chapter. It should be noted that such joint meeting could also allow consideration of other matters.

9. The proposed updated procedures for preparing the joint chapter, incorporated in the procedures for preparing the whole joint annual report, is presented in the annex. For clarity and ease of reference, the text in bold is the part revised compared to the procedures adopted in 2013.

Annex

Procedures for preparing the joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network to the Conference of the Parties

The Technology Executive Committee and the Advisory Board of the Climate Technology Centre and Network agreed on the following procedures for preparing their joint annual report to the Conference of the Parties:

- a) It should be a single document covering three sections:
 - i. Joint chapter of the TEC and the CTCN;
 - ii. Report of the TEC;
 - iii. Report of the CTCN;
- b) It should be completed in a timely manner and not exceed the word limit of the UNFCCC, in order to ensure its translation into all six official United Nations languages;
- c) **The joint chapter of the report will be prepared as follows:**
 - i. **The Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board will together prepare a draft of the joint chapter, with the support of the secretariat and the CTCN;**
 - ii. **Members of the TEC and members of the CTCN Advisory Board will be invited to independently provide their comments on the draft of the joint chapter, either by electronic means or at a meeting of the TEC and a meeting of the Advisory Board, as applicable;**
 - iii. **The TEC and the CTCN Advisory Board will endeavor to hold a joint meeting to consider and agree on the final joint chapter;**
 - iv. **Should the joint chapter not be finalized at a joint meeting, or should there be no joint meeting, the Chair and Vice-Chair of the TEC and the Chair and Vice-Chair of the CTCN Advisory Board will together finalize the joint chapter, taking into account comments provided by members of the TEC and members of the CTCN Advisory Board.**