



**Technology Executive Committee**

5 September 2023

**Twenty-seventh meeting**

**19–21 September and 22 September 2023 (TEC-CTCN Joint session)**

**Annotations to the provisional agenda**

**1. Opening of the meeting**

1. The Chair of the Technology Executive Committee (TEC) will open the 27<sup>th</sup> meeting of the TEC (TEC 27) on 19 September 2023 at 09.00 CEST.

**2. Organizational matters**

**(a) Adoption of the agenda**

2. **Background:** In accordance with the “Rules of procedure of the Technology Executive Committee,” the TEC shall, at the beginning of each meeting, adopt the meeting agenda. A draft provisional agenda for TEC 27 was prepared by the TEC Chair and Vice-Chair for 2023, with the assistance of the secretariat, and was circulated to TEC members for comments before the meeting.<sup>1</sup>
3. **Expected action:** The TEC will be invited to adopt the agenda for TEC 27.

<i>TEC/2023/27/1</i>	<i>Provisional agenda for the 27<sup>th</sup> meeting of the Technology Executive Committee</i>
----------------------	---

**(b) Organization of work**

4. **Background:** TEC 27 will be held from 19 to 21 September 2023 and convened from 09.00 to 17.00 CEST each day. The meeting will be open to attendance by Parties, observer States and accredited observer organizations as observers, except where otherwise decided by the TEC. On 22 September 2023, the TEC and the Advisory Board of Climate Technology Centre and Network (CTCN) will convene a joint session from 09.00 to 19.00 CEST. There will be a live webcast of both meetings.
5. A tentative work schedule for the meeting presents the proposed sequence and indicative timeline for the agenda items.
6. **Expected action:** The TEC will be invited to take note of the proposed organization of the work of the meeting.

<i>TEC/2023/27/3</i>	<i>Tentative work schedule for the 27<sup>th</sup> meeting of the Technology Executive Committee</i>
----------------------	--

**3. Update on relevant meetings, events, and initiatives**

**(a) Outcome of the Bonn Climate Change Conference of June 2023 and TEC activities**

7. **Background:** At TEC 27, the secretariat will present the main outcomes of the conference, highlighting those relevant to the work of the Technology Mechanism, in particular the TEC. The TEC Chair and Vice-Chair for 2023 will also report on the events organized by the TEC and their participation in relevant meetings and events during the conference. Additionally,

<sup>1</sup> All documents prepared for TEC 27 are accessible at <http://unfccc.int/tclear/tec/meetings.html>.

TEC members will be invited to share information on other relevant meetings, events or initiatives that they participated in since TEC 26, including those related to activities under the workstream four of the TEC rolling workplan for 2023–2027 (rolling workplan).

8. **Expected action:** The TEC will be invited to take note of the information provided.

(b) **Outlook for Dubai Climate Change Conference of November-December 2023 and TEC planned activities**

9. **Background:** At TEC 27, the secretariat will provide an overview of the intergovernmental work and process including major relevant events that will take place at COP 28 and are of relevance to the work of the TEC. Additionally, the secretariat will provide an overview of the planned activities of the TEC at COP 28.

10. **Expected action:** The TEC will be invited to take note of the information provided.

4. **Implementation of the rolling workplan for 2023–2027**

11. **Background:** At TEC 26, the TEC initiated discussions on addressing relevant mandates and invitations to the TEC by the COP and CMA in the implementation of its rolling workplan.<sup>2</sup> The TEC requested its Chair and Vice-Chair to develop a note for further consideration of the matter at the next meeting, including appropriate means of tracking and reporting such information.

12. At TEC 27, the TEC Chair and Vice-Chair, with support from the secretariat, will present a proposed approach to addressing this request.

13. **Expected action:** The TEC will be invited to consider the information provided and provide guidance on further work on this matter.

(a) **National systems of innovation and collaborative research, development and demonstration and general-purpose technologies**

- i. Compilation of good practices and lessons learned on the setup and implementation of national systems of innovation

14. **Background:** As per activity A.1.1 of the rolling workplan, TEC is to finalize the compilation of good practices and lessons learned on the setup and implementation of NSI, including the summary for policy makers and targeted stakeholders.

15. As per the guidance at TEC 26, the compilation of good practices and lessons learned on the setup and implementation of NSI, including the summary for policy makers has been finalized.<sup>3</sup>

16. At TEC27, the co-lead(s) of this activity group will provide updates from the ongoing work on this matter and, drawing from this work, will present draft key messages and recommendations to Parties on NSI.

17. **Expected action:** The TEC will be invited to take note of the information provided and consider and agree on the key messages and recommendations.

TEC/2023/27/4	<i>Draft key messages and recommendations to Parties on setup and implementation of National Systems of Innovation</i>
---------------	--

- ii. Research, development, and demonstration

18. **Background:** As per activity A.2.1 of the rolling workplan, TEC in collaboration with Future Cleantech Architects (FCA), conducted a survey on “Future Needs of Climate technology RD&D.” The survey was conducted between 6 June to 18 August 2023.

<sup>2</sup> Taking into account Decision 18/CP.27, para 13 and Decision 19/CMA.4, para 12.

<sup>3</sup> Available at: <https://unfccc.int/ttclear/tec/NSI.html>.

19. At TEC 27, a representative of FCA will present the preliminary results of the survey, including plans for the detailed analysis and follow-up activities.
20. **Expected action:** The TEC will be invited to consider the preliminary results of the survey and provide guidance to the activity group for further work on this matter.

TEC/2023/27/5      *Cover note: Preliminary results of the survey on future needs of climate technology RD&D*

### iii. Emerging and transformational adaptation technologies

21. **Background:** As per activity A.3.1 of the rolling workplan, the TEC is to engage with potential partners in 2023, and publish a knowledge product in 2024, focused on early warning systems.
22. As per the TEC guidance at TEC 26, the activity group has established collaboration with the Group on Earth Observation (GEO) to jointly pursue this work under the umbrella of the Early Warnings for All initiative, with a focus on innovation for risk knowledge.
23. At TEC 27, a representative of the GEO will be invited to, along with the co-lead(s) of this activity group, present a scoping note on the concept and design of the joint knowledge product and proposed next steps for its development.
24. **Expected action:** The TEC will be invited to consider the scoping note and provide guidance to the activity group for further work on this matter.

TEC/2023/27/6      *Scoping note: Supporting Early Warnings for All initiative through innovation and transformational technologies: Knowledge product on innovation for risk knowledge*

### iv. Digital Technologies

25. **Background:** As per activity A.4.1 of the rolling workplan, the TEC is to explore the role of artificial intelligence (AI) and applied machine learning as enablers of climate solutions.
26. As per the TEC guidance at TEC 26, the activity group discussed the preparation of an event at COP28 on AI and continued engaging with Enterprise Neurosystem on the preparation of a concept note on the Innovation Grand Challenge.
27. During the intersessional period, the TEC agreed to add as Activity A.4.1.iii of its rolling workplan a deliverable in 2023, the Technology Mechanism Initiative on Artificial Intelligence for Climate Action (#AI4ClimateAction), that was launched at the United Nations Climate Change Conference in Bonn on 10 June 2023.<sup>4</sup>
28. At TEC 27, the co-lead(s) of this activity group will present: a) a concept note for a high-level event at COP 28 on artificial intelligence for climate action; and b) a concept note on the Technology Mechanism Initiative on Artificial Intelligence for Climate Action. Moreover, a representative of the Enterprise Neurosystem will present a concept note on the Innovation Grand Challenge.
29. **Expected action:** The TEC will be invited to:
  - (a) Consider the concept note for the COP 28 high-level event and provide guidance to the activity group;
  - (b) Consider the concept note of the Technology Mechanism initiative and provide guidance to the activity group;
  - (c) Consider the concept note on Innovation Grand Challenge and provide guidance to the activity group.

<sup>4</sup> <https://www.ctc-n.org/news/artificial-intelligence-climate-action-gaining-momentum>.

TEC/2023/27/7	<i>Concept note on COP 28 high-level event on artificial intelligence for climate action</i>
TEC/2023/27/8	<i>Concept note on the Technology Mechanism Initiative on Artificial Intelligence for Climate Action</i>
TEC/2023/27/9	<i>Concept note on the Innovation Grand Challenge</i>

(b) **Technology needs assessments and technology planning tools to support NDC implementation**

i. Gap assessment of guidance on Technology Needs Assessment

30. **Background:** As per activity B.1.1. of the rolling workplan, the TEC is to prepare a gap assessment of guidance on TNA.
31. At TEC 27, the co-lead(s) of this activity group will present the draft gap assessment of guidance on TNAs, to inform the discussions of the TEC on how to proceed with updating the guidance.
32. **Expected action:** The TEC will be invited to consider the draft gap assessment of guidance on TNAs and provide guidance to the activity group for further work on this matter.

TEC/2023/27/10	<i>Background note: Draft Gap assessment of guidance on TNAs.</i>
----------------	---

(c) **Transformative and innovative solutions**

i. Water-energy-food systems

33. **Background:** As per activity C.1.1 of the rolling workplan, the TEC agreed to collaborate with FAO to produce a knowledge product in 2024 on this topic.
34. At the margins of the Bonn Climate Change Conference of June 2023, the TEC and FAO co-organized a thematic dialogue on the water-energy-food systems.<sup>5</sup>
35. At TEC 27, a representative of FAO will present a draft outline for the knowledge product, informed by the outcomes of the thematic dialogue.
36. **Expected action:** The TEC will be invited to consider the draft outline and provide guidance to the activity group for further work on this matter.

TEC/2023/27/11	<i>Progress of work on the Water-Energy-Food Systems: Report of the Thematic Dialogue and initial outline of the related knowledge product</i>
----------------	--

ii. Transformative industry

37. **Background:** As per activity C.3.1 of the rolling workplan, the TEC is to prepare a mapping of existing initiatives for transformative industry to identify areas where the TEC could add value.
38. At the TEC 27, the co-lead(s) of this activity group will present a draft paper on mapping existing initiatives to identify areas where the TEC could add value.
39. **Expected action:** The TEC will be invited to consider the draft paper and provide guidance to the activity group for further work on this matter.

TEC/2023/27/12	<i>Draft paper on mapping existing initiatives for transformative industry to identify areas where the TEC could add value.</i>
----------------	---

iii. Innovative ocean climate solutions

40. **Background:** As per activity C.4.1 of the rolling workplan, the TEC is to participate in the UNFCCC Ocean and Climate Change Dialogue in 2023, building on the previous work of the TEC on innovative technological and ecosystem-based approaches to strengthening

<sup>5</sup> Available at: [https://unfccc.int/ttclear/events/2023/2023\\_event02](https://unfccc.int/ttclear/events/2023/2023_event02).

ocean and coastal adaptation.<sup>6</sup> The TEC participated in the UNFCCC Ocean and Climate Change Dialogue held in June 2023, and shared insights from the work of the Technology Mechanism on ‘coastal ecosystem restoration including blue carbon’.

41. At TEC 27, the co-lead(s) of this activity group will provide updates from relevant engagements and present draft key messages and recommendations to Parties on innovative climate technology solutions in ocean ecosystems.
42. **Expected action:** The TEC will be invited to consider and agree on the key messages and recommendations.

TEC/2023/27/13 *Draft key messages and recommendations to Parties on innovative technologies and integrated adaptation solutions in oceans and coastal zones*

(d) **Collaboration and engagement with other UNFCCC processes and constituted bodies and other UN agencies**

- i. Collaboration and engagement with the Standing Committee on Finance (SCF) and the Operating Entities of the Financial Mechanism

43. **Background:** As per activity D.1 of the rolling workplan, the TEC provided inputs to the SCF on the draft guidance to the operating entities of the Financial Mechanism, taking into account the latest annual reports of the GCF and the GEF to the COP.
44. At TEC 27, representatives of the GCF, GEF, and Adaptation Fund will be invited to share information on their latest work in support of technology development and transfer, and collaboration with the TEC in this context.
45. **Expected action:** The TEC will be invited to take note of the information provided.

<i>FCCC/CP/2023/X</i>	Report of the Green Climate Fund to the Conference of the Parties. Note by the secretariat
<i>FCCC/CP/2023/X</i>	Report of the Global Environment Facility to the Conference of the Parties. Note by the secretariat

- ii. Collaboration and engagement with the Adaptation Committee

46. **Background:** As per activity D.2 of the rolling workplan, the TEC is to collaborate and engage with the Adaptation Committee.
47. Upon an invitation by the TEC Chair and Vice-Chair, a representative of the Adaptation Committee will present insights and lessons learned from their work on adaptation technologies as well as potential considerations for the TEC’s work on this topic.
48. **Expected action:** The TEC will be invited to consider the information provided and discuss possible areas of synergy and relevance to the work of the TEC as well as future collaboration.

- iii. TEC brief on gender-responsive technology and infrastructure for sustainable urban mobility

49. **Background:** As per activity D.4.1 of the rolling workplan, the TEC is to collaborate and engage with the UNFCCC Gender Team to develop a TEC brief on gender and technology, expected in 2024. The TEC has agreed to focus the brief on gender-responsive technology and infrastructure for sustainable urban mobility.<sup>7</sup>
50. At TEC 27, the co-lead(s) of this activity group will provide an oral report on the status of progress in the development of the brief.
51. **Expected action:** The TEC will be invited to consider the information provided and provide guidance to the activity group for further work on this matter.

<sup>6</sup> Available at: <https://unfccc.int/ttclear/coastalzones/>.

<sup>7</sup> TEC/2023/26/13.

## iv. Collaboration and engagement with the UNEP-Copenhagen Climate Centre

52. **Background:** As per activity D.6.1 of the rolling workplan, the TEC is to contribute to the UNEP-Copenhagen Climate Centre (UNEP-CCC) Technology Progress Report series.
53. At TEC 27, a representative of the UNEP-CCC will present updates on the development of the Technology Progress Report for 2023.
54. **Expected action:** The TEC will be invited to consider the information provided and provide guidance on further work on this matter.

## v. Collaboration and engagement with the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform (LCIPP)

55. **Background:** As per activity D.7.1 of the rolling workplan, the TEC is to collaborate with the FWG of the LCIPP to convene an in-session multistakeholder dialogue on indigenous technologies, sciences, and innovations for climate resiliency at COP 28 (as part of activity 7 of the LCIPP workplan for 2022–2024).
56. At TEC 27, a representative of the FWG will be invited to present updates on the progress in preparing the multi-stakeholder dialogue, including its concept and design.
57. **Expected action:** The TEC will be invited to consider the information provided and discuss appropriate next steps for the organization of the dialogue at COP28.

## 5. Gender mainstreaming

58. **Background:** As per the rolling workplan, the TEC is to continue to enhance its efforts in ensuring gender considerations, balance and mainstreaming in the implementation of activities of its workplan and strengthen the role of its Gender Focal Points.
59. At TEC 27, the TEC gender focal points, with the support of the secretariat, will report on the progress of gender mainstreaming within TEC's work and share consideration of future work of the TEC on this matter.
60. **Expected action:** The TEC will be invited to take note of the information provided.

## 6. Communications and stakeholder engagement

(a) Engagement of the TEC with national designated entities

61. **Background:** Pursuant to the guidance by Parties<sup>8</sup> to the TEC regarding strengthening its engagement with the National Designated Entities, the TEC initiated discussions on this matter at TEC26.
62. At TEC27, the secretariat, building on the discussions at the previous TEC meeting, will present an overview of efforts regarding strategic engagement with NDEs.
63. **Expected action:** The TEC will be invited to consider the information provided and provide guidance on further work on this matter.

(b) TEC communications and outreach strategy

64. **Background:** As per the rolling workplan, the TEC is to develop a communication and outreach strategy to ensure that TEC products are understood and reach the intended audience.
65. At COP27, the COP and CMA<sup>9</sup> encouraged the TEC to continue its efforts for enhancing its outreach and the uptake of its recommendations, including through strengthening

---

<sup>8</sup> Decision 18/CP.27.

<sup>9</sup> Decision 18/CP.27 (para. 16), Decision 19/CMA.4 (para. 16), Decision 20/CMA.4 (para 1, reference to FCCC/SBI/2022/13, section V, recommendation four).

collaboration with the CTCN regarding the outreach of TEC products and the creation of knowledge products that address the practical needs of developing countries.

66. At TEC26, the TEC initiated consideration of different types of knowledge products as TEC outputs and agreed to continue consideration of this matter at its next meeting.
67. At TEC 27, the secretariat will present an oral report on experience and lessons from the implementation of the TEC communication and outreach efforts to date, and present options and potential approaches for enhancing communications and outreach efforts of the TEC, including through different types of knowledge products as TEC outputs.
68. **Expected action:** The TEC will be invited to consider the information presented and discuss suitable approaches and actions to enhance its communications and outreach during the implementation of its rolling workplan for 2023-2027.

(c) **Implementation of the TEC strategy for collaborative partnerships and engagement (2023-2027)**

69. **Background:** Following the discussions at TEC 26,<sup>10</sup> the TEC published its strategy for collaborative partnerships and engagement in the implementation of its rolling workplan for 2023–2027.<sup>11</sup>
70. At TEC 27, the secretariat will present an overview of relevant efforts undertaken and planned for the implementation of the strategy. In this context, a representative of the UNIDO will be invited to share insights and updates from their engagement with the TEC.
71. **Expected action:** The TEC will be invited to consider the information presented and discuss suitable approaches and actions for the effective implementation of the strategy.

7. **Joint annual report of the Technology Executive Committee and Climate Technology Centre and Network for 2023**

(a) **Joint chapter of the joint annual report**

72. **Background:** In accordance with the agreed procedures for preparing the joint annual report, the report shall contain a section as the joint chapter of the TEC and the CTCN. The procedures also note that the Chairs and Vice-Chairs of the TEC and the CTCN Advisory Board are to prepare and finalize this joint chapter, taking into account any comments received from members of the TEC and the CTCN Advisory Board.
73. At TEC 27, the TEC and the CTCN Advisory Board will meet in a joint session on 22 September 2023 to take stock of the progress of joint activities by the TEC and the CTCN. During the joint session, the Chairs and Vice-Chairs of the TEC and the CTCN Advisory Board will be invited to present the draft joint chapter of the annual report of the TEC and CTCN for 2023 for consideration by the TEC and CTCN Advisory Board.
74. **Expected action:** The TEC jointly with the CTCN Advisory Board will be invited to consider the draft joint chapter and provide guidance for the Chairs and Vice-Chairs of the TEC and the CTCN Advisory Board to finalize the joint chapter.

TEC/2023/27/14 *Draft joint chapter of the Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network for 2023*

(b) **Annual report of the TEC for 2023**

75. **Background:** In accordance with COP and CMA decisions, the joint annual report shall include progress of work of the TEC and challenges and lessons learned in implementing

<sup>10</sup> TEC/2023/26/5.

<sup>11</sup> Available at: <https://unfccc.int/tclear/tec/documents.html>, under 'Strategies and guidelines' section.

mandates from Parties<sup>12, 13, 14</sup> for consideration by the COP and CMA through its subsidiary bodies.

76. At TEC 27, the Chair and Vice-Chair of the TEC will be invited to present the draft annual report of the TEC for 2023 for the TEC consideration.
77. **Expected action:** The TEC will be invited to consider the draft annual report, including lessons learned and challenges, and authorize the Chair and Vice-Chair of the TEC to finalize the annual report of the TEC for 2023.

*TEC/2023/27/15 Draft annual report of the Technology Executive Committee for 2023*

## 8. Joint session of the Technology Executive Committee and the Climate Technology Centre and Network

78. The TEC and the CTCN Advisory Board will meet in a joint session on 22 September 2023 to take stock of progress and to discuss their joint activities and common areas of work under the Joint work Programme of the Technology Mechanism for 2023–2027. Below sub-agendas items will be considered at this joint session.

*TEC/2023/27/16 Provisional agenda for joint session of the Technology Executive Committee and the Climate Technology Center and Network*

### (a) Matters related to the TEC and CTCN

- i. Overview of the outcomes of the Bonn Climate Change Conference of June 2023 relevant to Technology Mechanism
79. **Background:** The secretariats will present the main outcomes of the conference, particularly those relevant to the work of the Technology Mechanism, including technology components of the Global Stocktake.
80. **Expected action:** The TEC and the CTCN Advisory Board will be invited to take note of the information provided and discuss follow-up action(s), as appropriate.
- ii. Update on the work of the TEC and CTCN, and reflections on synergies between the two bodies
81. **Background:** The Chairs of the TEC and the CTCN Advisory Board will update on the progress of the work of each body since TEC 26 and CTCN AB 21. The Chairs of both bodies will facilitate the discussion around issues arising from the work of both bodies and their implications for each other's work. The objective of the discussion is to share technical knowledge and experiences to ensure coherence and synergies between the policy work of the TEC and the implementation support provided by the CTCN, thus enhancing the provision of feedback between the two bodies as mandated by Parties.
82. **Expected action:** The TEC and the CTCN Advisory Board will be invited to consider the information provided on the work of the TEC and the CTCN and discuss possible synergies, with a view to determining further follow-up action(s), as appropriate.

### (b) Implementation of the Joint Work Programme of the Technology Mechanism for 2023–2027

- i. Technology Mechanism response to relevant mandates and invitations by the COP and CMA in the implementation of the joint work programme
83. **Background:** At their previous joint session in March 2023, the TEC and CTCN AB initiated discussion on addressing relevant mandates and invitations to the TEC and CTCN by the COP and CMA in the implementation of the joint work programme of the Technology

<sup>12</sup> FCCC/SB/2013/1, para. 3.

<sup>13</sup> As per decision 2/CP.17, para. 142. See also decisions 12/CP.21, para. 2, and 15/CP.23, para. 4.

<sup>14</sup> Decision 15/CP.22, para. 6.



Mechanism for 2023-2027, including appropriate means of tracking and reporting such information.

84. At this joint session, the Chairs and Vice-Chairs of the TEC and CTCN AB, with support from the secretariats, will present a proposed approach to addressing this request.
85. **Expected action:** The TEC and CTCN AB will be invited to consider the information provided and provide guidance on further work on this matter.

ii. Implementation of the joint activities of the TEC and CTCN

86. **Background:** The joint activities undertaken by the TEC and CTCN under the joint work programme include the work on gender and technology, technology and NDCs, technology roadmaps, and digitalization. At the joint session:
- (a) The TEC and CTCN Gender Focal Points will report on progress in the development of the gender and climate technology expert roster;
- (b) The secretariats will present draft key messages and recommendations to Parties from the updated joint publication on technology and NDCs;
- (c) The joint taskforce on the technology roadmaps, with support from the secretariats and a consultant, will report on progress in the development of a scoping paper on technology roadmaps;
- (d) The joint taskforce on digitalization, with support from the secretariats, will report on progress in the development of draft concept notes on green technology databases and distributed ledgers;
- (e) The TEC activity group on digital technologies will present a concept note on the Technology Mechanism Initiative on Artificial Intelligence for Climate Action (TEC/2023/27/8).
87. **Expected action:** The TEC and the CTCN Advisory Board will be invited to:
- (a) Take note of the information on progress of development of gender and climate technology expert roster;
- (b) Consider and agree on draft key messages and recommendations to Parties on technology and NDCs;
- (c) Consider the scoping paper on technology roadmaps and provide guidance for further work on this matter;
- (d) Consider and discuss the concept notes on green database and distributed ledgers and provide guidance for further work on this matter;
- (e) Consider and discuss the concept note on the Technology Mechanism Initiative on Artificial Intelligence for Climate Action and provide guidance for further work on this matter.

TEC/2023/27/17	<i>Draft joint key messages and recommendations to Parties on technology and NDCs</i>
TEC/2023/27/18	<i>Scoping paper: Technology roadmaps for scaled up implementation of climate technologies in developing countries</i>
TEC/2023/27/29	<i>Concept note for joint work on green technology databases</i>
TEC/2023/27/20	<i>Concept note for joint work on distributed ledgers</i>

(c) **Joint communications and engagement with stakeholders**

88. **Background:** At the joint session, the TEC and CTCN secretariats will provide an overview of the joint and collaborative efforts of the two bodies for communications and engagement with stakeholders since the previous joint session and present a draft plan for joint communications and outreach activities at COP28.

89. **Expected action:** The TEC and the CTCN Advisory Board will be invited to take note of the information provided and provide guidance on engagement of the Technology Mechanism at COP28.

(d) **Monitoring and evaluation**

90. **Background:** At the joint session, the secretariats will provide an overview of the status of the monitoring and evaluation work of the TEC and CTCN.
91. **Expected action:** The TEC and the CTCN Advisory Board will be invited to take note of the information provided and discuss the possibility of establishing an integrated monitoring and evaluation framework for the Technology Mechanism in the context of the joint work programme, including resource implications.

(e) **Date and venue of the next meeting**

92. **Background:** In accordance with the rules of procedure of the TEC (Annex II decision 4/CP.17, 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. In accordance with the modalities and procedures of the CTCN (Annex II decision 25/CP.19, paragraph 26), the Advisory Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities.
93. At the joint session, the Chairs and Vice-Chairs of the TEC and the CTCN Advisory Board will propose tentative dates for TEC28 and the 23<sup>rd</sup> CTCN Advisory Board meeting.
94. **Expected action:** The TEC and CTCN Advisory Board will be invited to take note of the date for TEC 28 and the 23<sup>rd</sup> CTCN Advisory Board meeting.

9. **Other matters**

95. **Background:** At TEC 27, the TEC members and observers will also be invited to raise any other matters.
96. **Expected action:** The TEC will be invited to consider any other matters raised.

10. **Closure of the meeting**

97. The TEC Chair will be invited to summarise the key outcomes of the meeting and close the meeting.
-