

**First meeting of the Paris Committee on Capacity-building
Bonn, Germany, 11–13 May 2017**

**Background paper on the maintenance and further development of the
web-based capacity-building portal**

Expected actions of the Paris Committee on Capacity-building (PCCB)

The PCCB will be invited to:

- a) Agree on the substantive areas of work for which it wishes to make use of the capacity-building portal in order to progress work;
- b) Provide guidance to the secretariat on the maintenance and further development of the web-based capacity-building portal;
- c) Agree on outreach activities to enhance the visibility of the capacity-building portal and increase the overall awareness of stakeholders with regard to the portal.

I. Possible actions for consideration by the Paris Committee on Capacity-building

1. The PCCB may wish to take note of the information provided in the **annex**, including **appendices I-III**, on the current status of the capacity-building portal.
2. The PCCB may also wish to agree on the substantive areas of work for which it could make use of the capacity-building portal in order to progress work, which may include the following areas as identified in decisions 1/CP.21 and 16/CP.22:
 - a) Identification of capacity gaps and needs;
 - b) Promotion of the development and dissemination of tools and methodologies for the implementation of capacity-building;
 - c) Fostering of global, regional, national and subnational cooperation;
 - d) Identification and collection of good practices, challenges, experience and lessons learned from work on capacity-building by bodies established under the Convention, including in relation to cross-cutting issues such as gender responsiveness, human rights and indigenous peoples' knowledge;
 - e) Fostering of dialogue, coordination, collaboration and coherence among relevant processes and initiatives under the Convention, including through exchanging information on capacity-building activities and strategies of bodies established under the Convention;
 - f) Implementation of the annual focus area or theme of the PCCB, and particularly the maintenance of up-to-date knowledge on the successes and challenges in building capacity effectively;
 - g) Promotion and exploration of synergies for enhanced collaboration with institutions outside the Convention and its Paris Agreement engaged in implementing capacity-building activities.
3. The PCCB may further wish to provide guidance to the secretariat on:
 - a) The maintenance of the capacity-building portal, which could include the following, subject to the availability of resources:
 - i) Identifying gaps in terms of the stakeholders that have submitted information, in order to issue targeted invitations for the provision of information;
 - ii) Amending the submission upload form (see **appendix III**), for example in order to allow for the possibility to select more than one activity category per entry of information (bearing in mind that, owing to the varied experience and different views of the users with regard to the categories to be applied, the information submitted might lose focus and this might lead to an overlabelling of the



- information submitted) or to include a field related to whether there is a particular gender, cross-cutting or participatory focus to the capacity-building activity that is being submitted;
- iii) Making the available information on the portal searchable, that is independent of predefined sorting criteria, and/or increasing the filterability of the information available, for example by allowing the choice of more than one category per filter, filtering by contributor, etc.;
 - iv) Ensuring assistance for users of the portal, for example through establishment of a help desk;
 - v) Providing a user manual;
- b) The further development of the capacity-building portal, on the basis of the agreement on the substantive areas of work for which the PCCB may wish to make use of the portal as outlined in paragraph 2 above and also taking into account the relevant submissions from Parties,¹ which may include, subject to the availability of resources:
- i) Enhancing the portal in the direction of becoming an information repository, for example by creating dedicated space for information on specific topics that the PCCB works on, such as the annual focus area or theme, or information received by the PCCB in response to specific calls for submissions, for example to collect lessons learned, experience, etc. with regard to specific subject areas; this could also address thematic issues raised in other fora under the Convention, such as encouraging the submission of disaggregated data by sex, age, social groups, etc., and coordinating the collection of information on existing guidance and tools and good practice examples for implementing gender-responsive climate action, which were some of the issues identified during the informal consultation on the development of a gender action plan under the Convention;²
 - ii) Providing interlinkages with other data portals available via the UNFCCC website, such as the climate finance data portal and the biennial reports data interface, other portals such as the adaptation knowledge portal, the technology information clearing house TT:CLEAR, and the Climate Change Information Network, as well as processes such as the technical examination processes on mitigation and adaptation, to allow the user also to retrieve information submitted by developed country Parties and the operating entities of the Financial Mechanism through official reporting channels, as well as on related expert meetings focusing on specific policies, practices and actions representing best practices and with the potential to be scalable and replicable, as well as information on for example technology needs assessments;
 - iii) Allowing for the submission of information relevant to the collection, processing, compilation and dissemination of the information needed by the Conference of the Parties (COP) and the subsidiary bodies to monitor progress in the implementation of the framework for capacity-building in countries with economies in transition established under decision 3/CP.7, in line with paragraph 9(b) of that decision, as well as in the context of the review of the effectiveness of the implementation of the framework, in line with paragraph 4 of that decision;³
 - iv) Including information other than that from United Nations agencies and the operating entities of the Financial Mechanism, as well as linking the capacity-building portal to other relevant websites;
- c) The compilation, synthesis and/or analysis of the information currently contained on the capacity-building portal, which could assist in the identification of information gaps on capacity-building activities on the one hand and showcase good practices, successes and lessons learned in relation to capacity-building that fosters country-driven processes, country ownership, South-South cooperation, etc. on the other. In examining the information currently on the portal, the PCCB may wish to take into consideration that the information is provided by non-Party stakeholders only (contrary to other information platforms available via the UNFCCC website, which only display officially reported information submitted by Parties or the operating entities of the Financial Mechanism) and is displayed without being formally verified.

¹ Decision 14/CP.21, paragraph 11.

² Which was held from 27-28 March 2017, The Hague, the Netherlands.

³ Views of Parties on possible ways to enhance the information included on the capacity-building portal in response to the call for submissions contained in decision 14/CP.21, paragraph 11, are available at <http://www4.unfccc.int/submissions/SitePages/sessions.aspx?showOnlyCurrentCalls=1&populateData=1&expectedsubmissionfrom=Parties&focalBodies=SBI>.

4. In providing guidance to the secretariat as outlined in paragraph 3 above, including the related resource implications, the PCCB may wish to bear in mind the annual operating costs, including for maintenance, of the portal as it is now.

5. The secretariat has made efforts to raise the visibility of the capacity-building portal on the UNFCCC website by ensuring easy access to it on the landing page of the website, as shown in **appendix II**. Furthermore, the entry point for the capacity-building portal has been restructured to increase user-friendliness, provide links to other platforms as outlined in paragraph 3(b)(ii) above, etc.⁴ In order to further enhance the visibility of the capacity-building portal and increase the overall awareness of stakeholders with regard to the portal, the PCCB may wish to engage in various outreach activities, which could include:

- a) Launching an open-ended invitation to interested stakeholders engaged in implementing capacity-building activities to continue to submit information to the capacity-building portal;
- b) Launching a call for submissions to provide targeted information, in line with the agreements reached by the PCCB on the matters outlined in paragraphs 2 and 3 above;
- c) Increasing the publicity of the portal at events other than the meetings of the Durban Forum and the PCCB;
- d) Holding a side event at COP 23 to present the work of the PCCB, including the capacity-building portal;
- e) Conducting a survey among users of the portal, with the aim of improving its overall usability.

II. Background

6. One of the activities outlined in the workplan for the period 2016–2020,⁵ to be managed and overseen by the PCCB, is the provision of guidance to the secretariat on the maintenance and further development of the web-based capacity-building portal.

7. The aim of the PCCB is to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention.⁶

8. The workplan launched at COP 21 for the period 2016–2020 also includes the following activities:

- a) Assessing how to increase synergies through cooperation and avoid duplication among existing bodies established under the Convention that implement capacity-building activities, including through collaborating with institutions under and outside the Convention;
- b) Identifying capacity gaps and needs and recommending ways to address them;
- c) Promoting the development and dissemination of tools and methodologies for the implementation of capacity-building;
- d) Fostering global, regional, national and subnational cooperation;
- e) Identifying and collecting good practices, challenges, experiences and lessons learned from work on capacity-building by bodies established under the Convention;
- f) Exploring how developing country Parties can take ownership of building and maintaining capacity over time and space;
- g) Identifying opportunities to strengthen capacity at the national, regional and subnational level;
- h) Fostering dialogue, coordination, collaboration and coherence among relevant processes and initiatives under the Convention, including through exchanging information on capacity-building activities and strategies of bodies established under the Convention;
- i) Providing guidance to the secretariat on the maintenance and further development of the web-based capacity-building portal.

⁴ Available at: < <http://unfccc.int/7204.php>>.

⁵ Decision 1/CP.21, paragraph 73.

⁶ Decision 1/CP.21, paragraph 71.

9. COP 21 decided that the PCCB will annually focus on an area or theme related to enhanced technical exchange on capacity-building, with the purpose of maintaining up-to-date knowledge on the successes and challenges in building capacity effectively in a particular area.⁷
10. COP 22 invited the PCCB, in managing the 2016–2020 workplan:⁸
 - a) To take into consideration cross-cutting issues such as gender responsiveness, human rights and indigenous peoples' knowledge;
 - b) To take into consideration the outcomes of the third comprehensive review of the implementation of the framework for capacity-building in developing countries;
 - c) To take into consideration previous work undertaken on indicators for capacity-building;
 - d) To promote and explore linkages with other constituted bodies under the Convention and its Paris Agreement, as appropriate, that include capacity-building in their scopes;
 - e) To promote and explore synergies for enhanced collaboration with institutions outside the Convention and its Paris Agreement engaged in implementing capacity-building activities;
 - f) To take into consideration ways of enhancing reporting on capacity-building activities, taking into account all initiatives, actions and measures on capacity-building under the Convention and its Paris Agreement as well as existing reporting mandates, in order to achieve coherence and coordination.

⁷ Decision 1/CP.21, paragraph 74.

⁸ Decision 16/CP.22, paragraph 4.

Annex

Description of the capacity-building portal

1. The current capacity-building portal is a web-based tool that emerged from the different key milestones outlined in **appendix I**. The basis for the identification of needs and creating an overview of existing activities, such as the capacity-building portal for developing countries, was established by decision 2/CP.7. In line with that mandate, in 2012 the capacity-building portal was developed, taking into consideration the need for an overview of activities and the intention to gather information on capacity-building support provided to developing countries.
2. The capacity-building portal is an interactive tool that collects, compiles and disseminates country-driven information and allows the display of information from the submissions of the non-Party stakeholders that support the capacity and ability of developing countries at the national and regional levels in accordance with the provisions of the Convention.¹ The capacity-building portal can be accessed and operated via the UNFCCC website,² as shown in **appendix II**. Its objective is to contribute to the annual monitoring and review of progress in the implementation of the framework for capacity-building in developing countries established under decision 2/CP.7.
3. The capacity-building portal is under continuous development and evolves depending on mandates, feedback from stakeholders and the availability of human and financial resources. It contains some of the existing information on capacity-building activities and displays information submitted since 2008 by non-Party stakeholders, for instance United Nations organizations, specialized agencies and the operating entities of the Financial Mechanism. The information is submitted in accordance with the 15 priority areas for capacity-building identified in the annex to decision 2/CP.7. In this context, it is worthwhile noting that many areas for capacity-building identified under the Convention are also relevant to the preparation of Parties with economies in transition for participation under the guidance of the Kyoto Protocol.³
4. At the twenty-second session of the Conference of the Parties, Parties decided to extend the call for submissions on capacity-building activities to be uploaded onto the capacity-building portal to multilateral organizations and relevant admitted observer organizations engaged in providing capacity-building support to developing countries.⁴ To capture existing information, the secretariat has launched a process, pursuant to decision 16/CP.22, paragraph 9, to annually release an information note⁵ for non-Party stakeholders engaged in providing capacity-building support to developing countries to submit information to be uploaded onto the capacity-building portal. Consequently, upon request, the user receives individual credentials from the secretariat to log in to the portal and submit the related information by uploading a Microsoft Excel file, as displayed in **appendix III**, containing the relevant information that can be processed within the system. Once the data have been uploaded, the information is presented through an interactive world map that allows multi-coloured graphical presentation using bubbles and pie charts. Additional functionalities include the filtering of information and extracting information in a tabular format through an export function to Excel.

¹ Paris Agreement, Article 11, paragraph 2.

² <http://unfccc.int/1033.php>

³ Decision 3/CP.7, paragraph 3.

⁴ Decision 16/CP.22, paragraph 9.

⁵ Available at: <<http://unfccc.int/3153.php>>.

Appendix I: Key milestones¹ in the evolution of the current capacity-building portal

2001 (decision 2/CP.7)

A **framework for capacity-building in developing countries** is adopted and contains the predefined 15 priority areas for capacity-building

2005

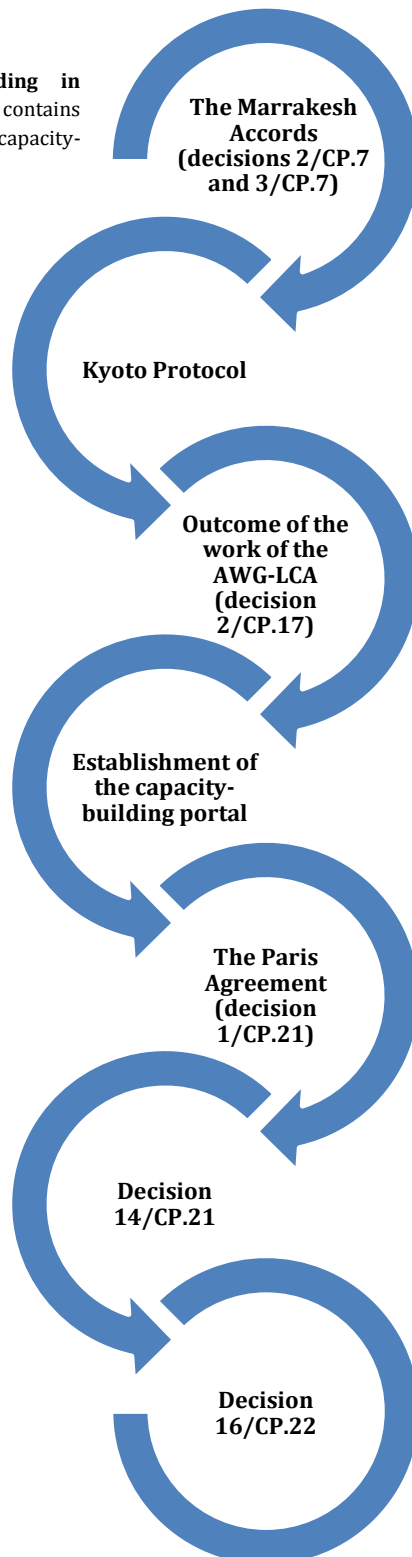
With the adoption of the Kyoto Protocol, the **capacity-building frameworks become applicable also to the implementation of the Kyoto Protocol** (decisions 29/CMP.1 and 30/CMP.1)

2012

The **capacity-building portal** is established to facilitate the user-friendly retrieval of data for further analysis

2015

Invites Parties to submit via the submission portal by 9 March 2016, as part of their annual submissions pursuant to decision 4/CP.12, suggestions on additional potential topics for the 5th meeting of the Durban Forum and their **views on possible ways to enhance the information included in the capacity-building portal**



2001 (decision 3/CP.7)

A **framework for capacity-building activities in countries with economies in transition** is adopted and it is noted that many areas for capacity-building identified under the Convention are also relevant to the preparation of Parties with economies in transition for participation in the Kyoto Protocol when it enters into force

2011

Requests the Subsidiary Body for Implementation to further enhance the monitoring and review of the effectiveness of capacity-building by organizing an **annual in-session Durban Forum** for in-depth discussion on capacity-building with the participation of Parties, representatives of the relevant bodies established under the Convention and relevant experts and practitioners, with a view to sharing their experience and exchanging ideas, best practices and lessons learned regarding the implementation of capacity-building activities

2015

Paris Committee on Capacity-building established, aiming to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention

2016

Recognizes that, while the **objective and scope of capacity-building in developing countries as contained in decision 2/CP.7 are still relevant**, current and emerging areas in the context of the Convention and the Paris Agreement should also be taken into account in the further implementation of the framework for capacity-building in developing countries

¹ Additional information on the history of capacity-building in the UNFCCC process is available at http://unfccc.int/cooperation_and_support/capacity_building/items/7061.php.

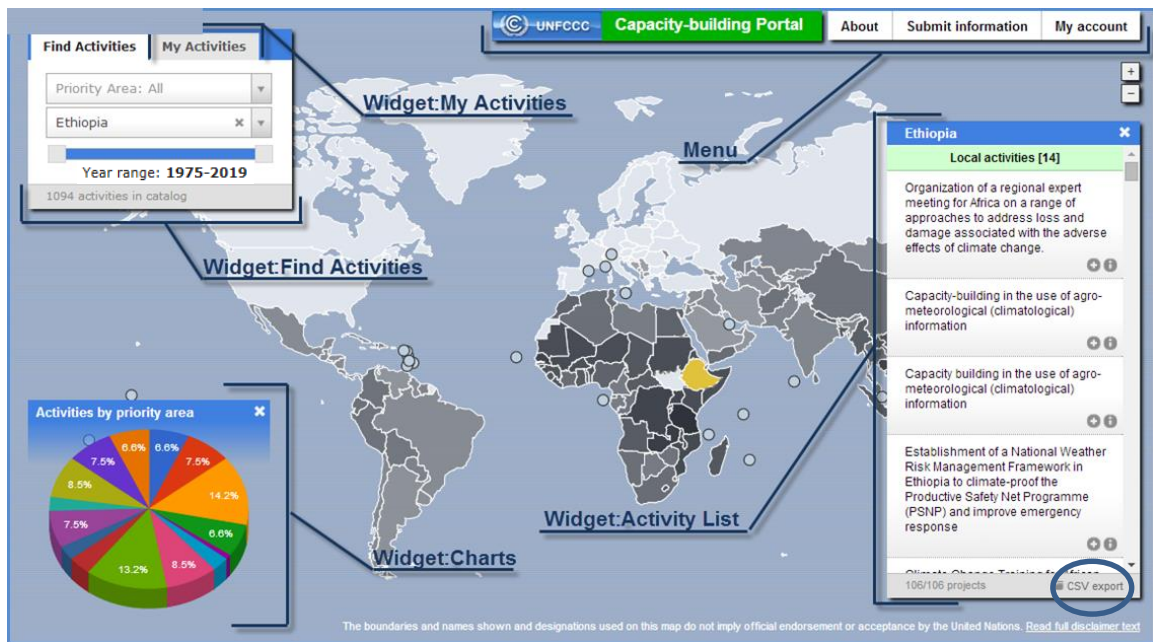
Appendix II: Overview of the capacity-building portal

Upon the request of Parties, the secretariat has placed the capacity-building topic and its capacity-building portal more prominently on the UNFCCC website on the left side of the screen in the menu bar as shown below

The screenshot displays the UNFCCC website interface. On the left, a vertical menu lists various sections: NEWSROOM, KEY STEPS, NEGOTIATIONS, FOCUS, and PROCESS. The 'FOCUS' section is expanded, showing sub-menus for NDC Registry, INDC Portal, Long-term Strategies, Overview, Adaptation, Capacity-building (highlighted with a blue border), Climate Finance, Mitigation, and Technology. The main content area is titled 'FOCUS: Capacity-building' and features a 'Capacity-building Portal' landing page. This page includes a world map, two pie charts showing activities by region and priority area, and a text block explaining the importance of capacity-building under Article 11 of the Paris Agreement. At the bottom, a navigation bar contains buttons for 'Paris Committee on Capacity-building', 'Capacity-building frameworks', 'Durban Forum on Capacity-building', 'Capacity-building Portal' (highlighted), and 'Resources'.

- 1) The capacity-building portal can be accessed from the UNFCCC website homepage under the *Focus* menu tag termed *Capacity-building* on the left side of the screen, which will lead the user to the landing page of the capacity-building area. Once that web page is open, the tool can be accessed by clicking on the blue button labelled *Capacity-building Portal* in the middle of the page, or the user can also access the capacity-building portal directly at <http://unfccc.int/capacitybuilding>.
- 2) Once the capacity-building portal menu tag has been clicked on, a window opens showing the user a disclaimer, where the user needs to agree or disagree with the terms shown. If the user does not agree, the tool will close immediately, but if the user agrees with the terms the portal will open accordingly. The user can avoid the disclaimer being presented at each time of accessing the tool by ticking the *Do not show this dialog in future* box.

Overview of the functionalities of the capacity-building portal



General

- 3) The capacity-building portal presents a world map whereby the standard view of the map is an overview of all priority areas and activities by region, including a year range (e.g. 1975–2019) and providing the total number of activities stored in the catalogue. The pie chart at the bottom of the screen presents a graphical view of the activities of selected country. Developing country Parties are indicated by different grey shades on the map: the darker the grey shade, the more project activities are available there. Owing to the scale of the map, small areas are presented as dots and are not adequately displayed using the colour scheme or greyscale. Moving the mouse to hover over a country will present information on the projects related to that specific country. “No data for this country” is displayed when relevant information on capacity-building activities has not yet been submitted to the system.

Pie charts

- 4) The pie charts widget provides a graphical representation of the distribution of activities by region and priority area.

Find Activities

- 5) The *Find Activities* widget assists in locating specific information, allowing activities to be filtered by priority area, location and specific time period.

My Activities

- 6) The *My Activities* widget allows selected activities from the *Activity List* widget to be saved temporarily.

Activity List

- 7) The *Activity List* widget shows a list of titles of activities based on the filtering criteria. It is displayed on the screen only when a country or filtering parameters is/are selected. The title of the window shows the selected location and may include national and regional activities. Next to the group name, the amount of activities for the group is shown. The numbers at the bottom of the window represent the total count of activities based on the selected criteria. The first is the number of activities in the selected year range and the second the count of activities for all years. Additionally, information can be exported by clicking on the *CSV export* button at the bottom of the *Activity List* window, circled in blue in the above picture.

Submit Information

- 8) Please see **appendix III** for information on the procedure for submission of information.

Appendix III: Uploading information onto the capacity-building portal using a Microsoft Excel file

- 1) Pursuant to decision 16/CP.22, paragraph 9, United Nations agencies, multilateral organizations and relevant admitted observer organizations engaged in providing capacity-building support to developing countries are invited to submit information to be uploaded onto the capacity-building portal. Non-Party stakeholders need to request a login by e-mailing CapacityBuildingPortal@unfccc.int or, if a login is already obtained, they can access the menu of the capacity-building portal and click on *Submit Information* or *My account*.

Activity data sheet

Priority area	Activity title	Purpose/Target	Expected outcomes	Starting date (DD/MM/YYYY)	Ending date (DD/MM/YYYY)	Global activity	Regions	Locations	Agencies Organizations	Activity costs	Currency	Funding sources	Links	Remarks

- 2) Non-Party stakeholders need to enter the relevant information on the Microsoft Excel activity data sheet as shown above before uploading the information onto the capacity-building portal. This sheet is accompanied by another sheet, as shown below, which consists of information related to priority areas, currencies and regions that is relevant to the technical upload of the activity data sheet and should not be modified by the submitter.

Do not modify sheet

Priority areas
(a) Institutional capacity building, including the strengthening or establishment, as appropriate, of national climate change secretariats or national focal points
(b) Enhancement and/or creation of an enabling environment
(c) National communications
(d) National climate change programmes
(e) Greenhouse gas inventories, emission database management, and systems for collecting, managing and utilizing activity data and emission factors
(f) Vulnerability and adaptation assessment
(g) Capacity building for implementation of adaptation measures
(h) Assessment for implementation of mitigation options
(i) Research and systematic observation, including meteorological, hydrological and climatological services
(j) Development and transfer of technology
(k) Improved decision-making, including assistance for participation in international negotiations
(l) Clean development mechanism
(m) Needs arising out of the implementation of Article 4, paragraphs 8 and 9, of the Convention
(n) Education, training and public awareness
(o) Information and networking, including the establishment of databases
Priority areas
Yes
No
Currencies
EUR
USD
Regions
Africa
Asia and the Pacific
Eastern Europe
Latin America and the Caribbean