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Matters relating to capacity-building

Annual technical progress report of the Paris Committee on Capacity-building

Annual technical progress report of the Paris Committee on Capacity-building

Summary

This report covers the work of the Paris Committee on Capacity-building (PCCB) between the first meeting of the PCCB, held in May 2017, and August 2017. It includes information on the first meeting of the PCCB and on PCCB membership. The report further contains the rules of procedure and working modalities of the PCCB and the rolling workplan of the PCCB for the period 2017–2019 and covers progress made by the PCCB in the implementation of the workplan. Information on the implementation of the 2017 focus area or theme of the PCCB is also included, as are recommendations of the PCCB for the Subsidiary Body for Implementation to consider and forward to the Conference of the Parties, as appropriate.

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I. Introduction

A. Mandate

1. In decision 1/CP.21, paragraph 71, the Conference of the Parties (COP) decided to establish the Paris Committee on Capacity-building (PCCB), whose aim would be 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.

2. The PCCB, as per its terms of reference, is to prepare annual technical progress reports on its work for submission to the COP through the Subsidiary Body of Implementation (SBI) and to make these reports available at the sessions of the SBI coinciding with the sessions of the COP.¹

B. Scope of the report

3. This report contains information on the work undertaken by the PCCB between the first meeting of the PCCB, held in May 2017, and August 2017, including during its first meeting, as well as intersessionally. By chapter, it contains recommendations and conclusions of the PCCB to be forwarded by the SBI for consideration by the COP (chapter II), and information on the proceedings of the first meeting of the PCCB (chapter III) and the work of the PCCB in 2017 (chapter IV). Contained in the annexes are a list of the members of the PCCB as at 9 August 2017 (annex I), the rules of procedure and working modalities of the PCCB (annex II), a summary report on the one-day technical exchange on the 2017 focus area or theme (annex III) and the rolling workplan of the PCCB for the period 2017–2019 (annex IV).

C. Possible action by the Subsidiary Body for Implementation

4. The SBI is invited to consider the information contained in this report. In particular, it may wish to consider the recommendations contained in chapter II below and forward them to the COP for consideration and adoption, as appropriate.

II. Recommendations to the Conference of the Parties

5. On the basis of its work undertaken in 2017, the PCCB agreed on the following recommendations for the SBI to forward to the COP for its consideration. The COP may wish:

(a) To take note of and endorse the rolling workplan of the PCCB for the period 2017–2019 (see annex IV);

(b) To invite Parties and relevant institutions to provide appropriate support and resources for the implementation of the 2017–2019 rolling workplan of the PCCB;

(c) To take note of the rules of procedure and working modalities of the PCCB (see annex II);

(d) To take note of the summary of the one-day discussions on the 2017 focus area or theme of the PCCB (capacity-building activities for the implementation of nationally determined contributions (NDCs) in the context of the Paris Agreement) (see annex III), and particularly the recommendations and conclusions of the PCCB contained in paragraph 6 below and also paragraphs 60 and 61 of annex III;

¹ Decision 2/CP.22, annex, paragraph 17.

(e) To take note that the 2018 focus area or theme will be the same as for 2017, as agreed by the PCCB;

(f) To note that the representatives of the operating entities of the Financial Mechanism and the constituted bodies established under the Convention will be invited to participate in the second meeting of the PCCB (see paras. 42 and 43 below).

6. The COP may also wish to take note of the following recommendations and conclusions of the PCCB based on the findings of the one-day technical exchange on the 2017 focus area or theme (see annex III for the full report on the one-day event). The findings, including the following conclusions, will be further discussed intersessionally and at future PCCB meetings in managing and implementing its 2017–2019 rolling workplan (see para. 5(a) above):

(a) The PCCB recommends that the COP ensure the thematic alignment of the 2018 Durban Forum on capacity-building with the 2017–2018 focus area or theme of the PCCB on capacity-building activities for the implementation of NDCs in the context of the Paris Agreement;

(b) Furthermore, the COP may wish to take note of the following conclusions of the PCCB regarding the implementation of its workplan as it relates to the 2017–2018 focus area or theme based on the outcomes of the discussions thereon:

(i) The PCCB will be informed by the summary reports on the previous meetings of the Durban Forum, including by extracting relevant information and potential recommendations;

(ii) The PCCB will aim to take stock of all capacity-building activities undertaken for the implementation of NDCs and make that information available for Parties and non-Party stakeholders, to ensure information sharing regarding relevant capacity-building activities supporting the implementation of NDCs, including by providing a mapping of various capacity needs, relevant stakeholders, best practices and lessons learned, for example by making use of the capacity-building portal. The PCCB will also aim to strengthen collaboration with the wide range of stakeholders involved, including academia and the private sector, for example by inviting submissions from the diverse stakeholders and following up on them;

(iii) The PCCB will aim to provide an analysis of capacity-building needs and gaps in the context of NDC implementation and to possibly recommend guidelines on how to conduct capacity gaps and needs assessments and on how to enhance the capacity-building efforts of Parties to implement NDCs;

(iv) The PCCB will also aim to further explore and follow up on the manifold suggestions raised by participants at the one-day dedicated event, including:

a. The provision of references on the capacity-building portal to any useful capacity training modules or relevant materials;

b. The creation of an inventory of other existing portals and platforms, including exploring how they could be usefully linked to the capacity-building portal;

c. The need for establishing national focal points for capacity-building;

d. The need for providing guidelines for reporting on capacity-building needs in national reports under the Convention, including national communications and biennial update reports;

e. The need for integration of gender considerations into capacity-building for climate action;

f. The need to recommend better coordination among different international and national stakeholders, and partnering with entities at the

subnational level, including cities, counties and provinces, to implement NDCs;

g. The organization of capacity-building workshops and events especially at the regional level.

III. Proceedings of the first meeting of the Paris Committee on Capacity-building

A. Election of Co-Chairs and membership

7. Mr. Mohamed Nbou (Morocco) and Mr. Matti Nummelin (Finland) were elected as Co-Chairs of the PCCB in 2017, pursuant to decision 2/CP.22, annex, paragraph 8.

8. All 12 members attended the first meeting of the PCCB (see annex I). In addition, the following representatives of the operating entities of the Financial Mechanism and the constituted bodies were nominated to participate in the first meeting, in line with the terms of reference of the PCCB:²

- (a) Ms. Milena Gonzalez Vasquez, Global Environment Facility (GEF);
- (b) Mr. Clifford Polycarp, Green Climate Fund (GCF);
- (c) Mr. Damdin Davgadorj and Ms. Hlobsile Sikhosana-Shongwe, Adaptation Committee (AC);
- (d) Ms. Mery Yaou, Least Developed Countries Expert Group (LEG);
- (e) Ms. Edith Kateme-Kasajja, supported by Ms. Gemma O'Reilly, Standing Committee on Finance (SCF);
- (f) Mr. Birama Diarra and Mr. Naoki Mori, Technology Executive Committee (TEC).³

B. First meeting of the Paris Committee on Capacity-building

9. The first meeting of the PCCB was held in Bonn, Germany, from 11 to 13 May 2017 in conjunction with SBI 46. It was attended by about 80 observers representing Parties, non-governmental organizations, intergovernmental organizations, think tanks, multilateral development banks, as well as the GEF, the GCF, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, the Executive Committee of the Warsaw International Mechanism for Loss and Damage and the Climate Technology Centre and Network (CTCN). The observers actively took part in the deliberations of the PCCB.⁴

10. The meeting of the PCCB was streamed live via YouTube to allow for transparency and inclusiveness to the extent possible, except where otherwise decided by the PCCB. The recordings of the meeting are available on demand on the UNFCCC website.⁵

11. To promote the active participation of observers in its meeting, the PCCB invited their representatives to provide general statements at the opening of the meeting, to provide suggestions during the discussions on specific agenda items and to actively participate in the discussions during the one-day event dedicated to the focus area (second day of the

² In some cases, since the official nominees were unable to attend the first meeting of the PCCB, the respective body or entity was represented by another member or representative. More information on meeting attendance is available in the list of participants of the first PCCB meeting, available at http://unfccc.int/files/cooperation_and_support/capacity_building/application/pdf/lop_pccb_11_13.05.2017.pdf.

³ See document FCCC/SBI/2016/20, paragraph 92.

⁴ See document FCCC/SBI/2016/20, paragraph 93.

⁵ <http://unfccc.int/10260.php>.

meeting). Observers were also invited to provide written inputs during and after the meeting in order to contribute to the deliberations and work of the PCCB.

12. The PCCB dedicated the entire second day of its first meeting to discussions on its 2017 focus area or theme. Various presentations, including by representatives of the operating entities of the Financial Mechanism and other constituted bodies, were delivered, and round-table discussions and breakout group discussions took place, which allowed the PCCB to engage in interactive discussions with presenters and observers. The programme for and presentations delivered during the technical exchange are available on the PCCB web page.⁶ A summary of the one-day event is contained in annex III.

13. All meeting documents are also available on the PCCB web page. A total of seven background notes were produced to support the deliberations of the PCCB.

14. The PCCB agreed to the following with regard to its work:

- (a) Rules of procedure and working modalities;
- (b) Rolling workplan for the period 2017–2019;
- (c) Approach to the maintenance and further development of the capacity-building portal;⁷
- (d) Approach to maintaining linkages with the constituted bodies and the operating entities of the Financial Mechanism;
- (e) The next steps for the implementation of its rolling workplan, including intersessional work on the focus area, as well as the finalization of its annual technical progress report;
- (f) The 2018 focus area (2017 focus area maintained).

IV. Work of the Paris Committee on Capacity-building in 2017

A. Working modalities and procedures of the Paris Committee on Capacity-building

15. COP 22 requested the PCCB to further develop and adopt its working modalities and procedures at its first meeting.⁸ In response, the PCCB adopted its rules of procedure and working modalities as contained in annex II.

16. During its discussions on this matter, the PCCB highlighted the valuable contribution of observers to its work, and agreed that the PCCB could, in line with its rules of procedure, also involve observer organizations in the work of, for example, working groups established by the PCCB.

17. The Co-Chairs also outlined the procedure for the involvement of observers in the meetings of the PCCB, indicating that decision-making would be limited to PCCB members, but that before any decision would be taken, inputs and statements from observers would be allowed.

B. Implementation of the 2016–2020 capacity-building workplan

18. At COP 21, Parties decided that the PCCB will manage and oversee the capacity-building workplan, which COP 21 launched for the period 2016–2020.⁹

⁶ <http://unfccc.int/10260.php>.

⁷ <http://unfccc.int/7204.php>.

⁸ Decision 2/CP.22, paragraph 4.

⁹ Decision 1/CP.21, paragraphs 72 and 73.

19. As part of the third comprehensive review of the implementation of the framework for capacity-building in developing countries under the Convention, COP 22 invited the PCCB, in managing the capacity-building workplan for the period 2016–2020:

(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 the 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 the 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 the Paris Agreement as well as existing reporting mandates, in order to achieve coherence and coordination.¹⁰

20. During its first meeting, the PCCB engaged in discussions on how to address the mandates outlined in paragraphs 18 and 19 above. It agreed to prepare a rolling workplan for the period 2017–2019 in the light of the review of the PCCB, scheduled to take place at COP 25 in 2019.¹¹ It also agreed to implement, to the extent possible, the activities and issues arising from the 2016–2020 capacity-building workplan and the third comprehensive review of the implementation of the framework for capacity-building in developing countries under the Convention through the lens of its annual focus area or theme.¹²

21. The PCCB discussed its workplan in plenary and in two closed sessions. In order to allow for transparency and inclusiveness, the PCCB published the draft rolling workplan online and invited observers to provide inputs and submissions in order to enrich the discussions. The PCCB indicated that it would continue to draw on the many submissions received in the implementation of its workplan.

22. The PCCB agreed to adopt its 2017–2019 rolling workplan (as contained in annex IV), as well as to provide a related recommendation to the COP in its annual technical progress report.

23. Furthermore, the PCCB engaged in in-depth discussions on the issue of the maintenance and further development of the web-based capacity-building portal¹³ in line with decision 1/CP.21, paragraph 73(i). In this context, it took note of the opportunity for the capacity-building portal to support the PCCB in implementing its mandates.¹⁴ The PCCB requested the secretariat to take note of the suggestions made and to develop proposals to implement them to the extent possible, taking note of the secretariat's budgetary constraints. The PCCB also requested the secretariat to explore options to further enhance the visibility of the capacity-building portal, including through awareness-raising measures.

24. The PCCB also agreed to launch a call for submissions, inviting interested stakeholders and the constituted bodies under the Convention:

¹⁰ Decision 16/CP.22, paragraph 4.

¹¹ Decision 1/CP.21, paragraph 81.

¹² See also see PCCB document PCCB/2017/1/4, paragraphs 1 and 2.

¹³ <http://unfccc.int/7204.php>.

¹⁴ A list of suggestions made for improving the capacity-building portal during the PCCB meeting is contained in annex I to PCCB document PCCB/2017/1/10.

(a) To provide suggestions on the further enhancement of the capacity-building portal, including on how to enhance linkages with other platforms, networks or initiatives;

(b) To submit relevant information to be incorporated in the portal.¹⁵

25. In response to this call for submissions, 2 inputs from constituted bodies and 10 inputs from Parties and other interested stakeholders were received.¹⁶ While the submissions were due by 31 July 2017, the PCCB invited relevant stakeholders to further submit their views so that their inputs can be duly considered and integrated into the work of the PCCB.

26. The submissions contained the following suggestions to enhance the capacity-building portal:

(a) Add a calendar of capacity-building events and activities to increase its user-friendliness and usefulness;

(b) Provide an analysis of the compiled capacity-building data to inform policymakers and to promote exchange among stakeholders under and outside the Convention;

(c) Add a search function that allows users to get quick information about the various entities that offer capacity-building and funding support;

(d) Include direct web links to capacity-building support providers and donors, training modules and reference materials;

(e) Specify the target audience for the portal and provide information about the level of funding received for capacity-building activities;

(f) Compile information about capacity-building actions at the regional, national and subnational levels;

(g) Avoid any duplication with other portals, such as those developed by, for example, the CTCN and the NDC Partnership;

(h) Provide a space for users' participation in the capacity-building dialogue and their feedback;

(i) Include new types of information, such as service learning partnerships between universities and Party delegations from the least developed countries that support the development of capacity of policymakers from those countries for the climate change negotiation process.

27. The PCCB agreed to analyse the content of the submissions received and identify the suggestions that can be easily implemented by the end of 2017 with the available resources, in close consultation with the secretariat.

28. The PCCB also agreed to take note of the importance of ongoing work of other constituted bodies of relevance to many areas of work of the PCCB, as outlined in PCCB document PCCB/2017/1/6. Furthermore, the PCCB took note of the importance to its mandates of maintaining linkages with the constituted bodies under the Convention and the operating entities of the Financial Mechanism.

29. The PCCB further agreed to nominate from among its members those who would liaise with the bodies and entities referred to above, including by exchanging relevant information and representing the PCCB in their personal expert capacity in meetings and events of those bodies and entities, as appropriate. In this regard, the PCCB communicated to all constituted bodies under the Convention and the operating entities of the Financial

¹⁵ The call for submissions from bodies established under the Convention is available at http://unfccc.int/files/cooperation_and_support/capacity_building/application/pdf/080617_pccb_call_for_submissions_constituted_bodies_final.pdf and for submissions from Parties and other interested stakeholders at http://unfccc.int/files/cooperation_and_support/capacity_building/application/pdf/310517_pccb_call_for_submissions_parties_and_stakeholders_final.pdf.

¹⁶ Submissions available at <http://unfccc.int/10412.php>.

Mechanism its rolling workplan for the period 2017–2019 as well as the list of PCCB members nominated to liaise with the respective bodies and entities.

30. On the sidelines of SBI 46, the PCCB Co-Chairs met with the Co-Chair of the GCF Board, Mr. Ayman Shasly, as well as the high-level global climate action champions, Mr. Inia B. Seruiratu and Ms. Hakima El Haite, in order to provide information on the work of the PCCB, including its workplan.

31. At its first meeting, the PCCB requested the secretariat to explore technical solutions to ensuring the full participation of all members in all activities of the PCCB. In response, the secretariat facilitated to the extent possible the intersessional work¹⁷ by the PCCB through conference calls.

32. Work conducted by the PCCB after its first meeting included the finalization of its rolling workplan, the establishment and composition of working groups, the preparation and launch of two calls for submissions, the preparation of the summary of the one-day technical exchange on the focus area, as well as further technical work in this area.

33. The PCCB established open-ended task-based working groups on the following issues:

- (a) Collaboration with existing bodies established under the Convention;
- (b) Cross-cutting issues (such as gender responsiveness, human rights and indigenous peoples' knowledge);¹⁸
- (c) Enhancing the capacity-building portal;
- (d) Identification of capacity gaps and needs;
- (e) Finalization of the annual technical progress report.

C. Focus area or theme for 2017

34. In decision 1/CP.21, paragraph 74, Parties decided that the PCCB would 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. SBI 45 agreed that in 2017 the first focus area or theme for the PCCB would be capacity-building activities for the implementation of NDCs in the context of the Paris Agreement.¹⁹

35. Additionally, the PCCB, at its first meeting, decided, in line with its rolling workplan, to conduct the following technical work:

- (a) Perform an assessment of capacity-building needs as identified in relevant sources such as NDCs, biennial update reports, national communications and reports on the Durban Forum;
- (b) Perform an assessment of the work conducted by other constituted bodies of relevance to this subject matter, with a view to identifying gaps, solutions and synergies.

36. To support its work on this matter, the PCCB issued a call for submissions from Parties, constituted bodies and other interested stakeholders of information of relevance to the work of the PCCB on the 2017 focus area or theme (see para. 5(d) above).

37. In response to this call for submission on the 2017 focus area or theme, 1 input was received from a constituted body and 12 inputs from 11 Parties and other interested stakeholders.²⁰ While the submissions were due by 31 July 2017, the PCCB invited relevant stakeholders to further submit their views so that their inputs can be duly considered and integrated into the work of the PCCB.

¹⁷ See the working modalities of the PCCB (annex II, paragraph 49(b)).

¹⁸ Decision 16/CP.22, paragraph 4(a).

¹⁹ FCCC/SBI/2016/20, paragraph 91.

²⁰ Submissions available at <http://unfccc.int/10412.php>.

38. Some submissions on the topic highlighted the examples of recent or ongoing capacity-building activities at the national and regional levels aimed at supporting developing countries' implementation of their NDCs, focusing on areas such as grid connection for renewable energy, climate change adaptation and disaster risk reduction, and tracking and reporting of greenhouse gas emissions and removals. Others emphasized the need for further capacity-building for NDC implementation in the areas of updating and adjusting the NDCs, and resource management and technology installation as part of NDC implementation in developing countries. Further, the need for capacity-building to integrate human rights and gender perspectives into NDC implementation was highlighted for consideration by the PCCB. It was suggested that the PCCB through the capacity-building portal provide information about good practices and lessons learned with regard to developing and enhancing domestic legal and institutional arrangements for short-, mid- and long-term climate action to implement NDCs. The need for enhancing developing countries' ownership of the capacity-building process as part of their NDC implementation was stressed, and it was emphasized that there should be flexibility in adjusting the capacity-building activities to better suit local conditions and needs.

39. The PCCB agreed to analyse the content of the submissions and identify the information related to the capacity-building activities for NDC implementation that can be uploaded to the capacity-building portal for information sharing. The analysis of the submissions on the 2017 focus area or theme will further guide the work of the PCCB in the remainder of 2017 as well as in 2018, as the PCCB has agreed to work on the same focus area or theme next year.

D. Focus area or theme for 2018

40. In line with its terms of reference, the PCCB is to decide on its annual focus area or theme, recalling decision 1/CP.21, paragraph 74, 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, and to report on this work in its annual technical progress report.²¹

41. During its first meeting, the PCCB agreed to maintain in 2018 the 2017 focus area (see para. 5(d) and (e) above).

42. The PCCB also agreed that representatives of the following operating entities of the Financial Mechanism and constituted bodies established under the Convention will be invited to participate in the second meeting of the PCCB, in line with the annual focus area or theme: GEF, GCF, AC, LEG, SCF and TEC.²²

43. Furthermore, it agreed that representatives of other bodies established under the Convention and the operating entities of the Financial Mechanism would be invited to identify representatives who would collaborate, as appropriate, on specific activities related to the work of the PCCB, and that a representative of the CTCN would be particularly encouraged to participate in the meeting.

²¹ Decision 2/CP.22, annex, paragraph 12.

²² See decision 2/CP.22, annex, paragraph 3. The second meeting will be held in conjunction with SBI 47.

Annex I

Members of the Paris Committee on Capacity-building as at 9 August 2017

Members from the five United Nations regional groups

Ms. Marzena Chodor (Poland)
Ms. Jeniffer Hanna (Dominican Republic)
Mr. Mahawan Karuniasa (Indonesia)
Mr. Kakhberi Mdivani (Georgia)
Ms. Rita Mishaan (Guatemala)
Mr. Mohamed Nbou (Morocco)
Ms. Renilde Ndayishimiye (Burundi)
Mr. Matti Nummelin (Finland)
Ms. Vedis Vik (Norway)
Ms. Yongxiang Zhang (China)

Member from the least developed countries

Mr. Mfumu Richard Lungu (Zambia)

Member from small island developing States

Mr. Crispin d'Auvergne (Saint Lucia)

Annex II

Rules of procedure and working modalities of the Paris Committee on Capacity-building

A. Rules of procedure of the Paris Committee on Capacity-building

1. Scope

1. These rules of procedure shall apply to the Paris Committee on Capacity-building in accordance with the provisions in the annex to decision 2/CP.22 as well as with any other relevant decisions of the Conference of the Parties.

2. Definitions

2. For the purpose of these rules:

- (a) “Convention” means the United Nations Framework Convention on Climate Change;
- (b) “Conference of the Parties” means the Conference of the Parties to the Convention;
- (c) “Committee” means the Paris Committee on Capacity-building;
- (d) “Co-Chairs” means the members of the Committee elected as Co-Chairs of the Committee;
- (e) The term “secretariat” means the secretariat referred to in Article 7 of the Convention.

3. Membership

3. The Committee shall be composed of the following 12 members nominated by Parties, who shall serve in their personal capacity:

- (a) Two members from each of the five United Nations regional groups;
- (b) One member from the least developed countries;
- (c) One member from the small island developing States.

4. Members of the Committee shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties. Groups or constituencies are encouraged to nominate members to the Committee with a view to achieving an appropriate balance of experts relevant to the aims of the Committee, taking into account the goal to achieve gender balance in accordance with decisions 36/CP.7, 23/CP.18 and 21/CP.22.

5. Members shall serve a term of two years and shall be eligible to serve a maximum of two consecutive terms in office. The following rules shall apply:

- (a) Half of the members shall be elected initially for a term of three years, and half shall be elected for a term of two years;
- (b) Thereafter, the Conference of the Parties shall elect half of the members every year for a term of two years.

6. The term of office of a member shall start at the first meeting of the Committee in the calendar year following his or her election and shall end immediately before the first meeting of the Committee in the calendar year in which his or her term ends.

7. If a member resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Committee may decide, bearing in mind the proximity of the next session of the Conference of the Parties, to appoint another member from the same group or constituency to replace said member for the remainder of that member’s mandate, in which case the appointment shall count as one term.

Representatives from bodies established under the Convention and from the operating entities of the Financial Mechanism

8. Six representatives from bodies established under the Convention and from the operating entities of the Financial Mechanism will be invited to participate in all the meetings of the Committee in line with the annual theme of the Committee.

9. The representatives referred to in paragraph 8 above shall be invited for a term of one year.

10. The representatives referred to in paragraph 8 above shall be accorded the right to speak at all times during meetings of the Committee but shall abstain from the decision-making by the Committee.

4. Chairing arrangements

11. The Committee shall elect annually two Co-Chairs from among its members (see para. 3 above) to serve for a term of one year each.

12. If a Co-Chair is temporarily unable to fulfil the obligations of the office, any other member (see para. 3 above) designated by the Committee shall serve as Co-Chair.

13. If a Co-Chair is unable to complete the term of office, the Committee shall elect a replacement from among the members (see para. 3 above) to complete that term of office.

14. If one or both Co-Chairs are absent from a particular meeting, any other member designated by the Committee shall temporarily serve as the Co-Chair or Chair of that meeting.

15. The Co-Chairs shall collaborate in chairing meetings of the Committee and related intersessional work. The Co-Chairs shall, inter alia, declare the opening and closing of meetings, ensure the observance of these rules of procedure, accord the right to speak and announce decisions. The Co-Chairs shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings of meetings and the maintenance of order at meetings.

16. The Co-Chairs or any member designated by the Committee shall report on behalf of the Committee to the Conference of the Parties and/or the Subsidiary Body for Implementation.

17. The Co-Chairs or any member designated by the Committee shall represent the Committee at external meetings and shall report back to the Committee on those meetings.

18. The Co-Chairs may also delegate tasks to members of the Committee in the interest of expediting and advancing the work of the Committee.

19. The Committee may further define additional roles and responsibilities for the Co-Chairs.

20. The Co-Chairs, in the exercise of their functions, remain under the authority of the Committee.

5. Working groups or task forces

21. The Committee may establish working groups or task forces, if required, to undertake specific tasks assigned by the Committee or to provide expert advice in order to assist the Committee in executing its work and achieving its objective.

22. In establishing working groups or task forces, the Committee will determine an appropriate number of members and ensure that members have appropriate expertise in the relevant field of work.

6. Secretariat

23. The secretariat will support and facilitate the work of the Committee subject to the availability of resources.

24. In accordance with paragraph 23 above, the secretariat shall:

(a) Make the necessary arrangements for the meetings of the Committee, including announcing meetings, issuing invitations and making available documents for the meetings;

(b) Maintain meeting records and arrange for the storage and preservation of documents of the meetings;

(c) Make documents for the meetings of the Committee available to the public unless otherwise determined by the Committee.

25. In addition, the secretariat shall perform any other functions that the Committee may require or that the Conference of the Parties may request with respect to the work of the Committee.

7. Meetings

26. The Committee will meet at annual in-session meetings organized by the Subsidiary Body for Implementation.

27. At least a majority of the members of the Committee must be present to constitute a quorum.

28. Before the end of each meeting, the Co-Chairs shall present draft decisions for the meeting for consideration and approval by the Committee.

29. Members are requested to confirm their attendance at meetings of the Committee as early as possible, and at least four weeks prior to a meeting if they are eligible for funding for their participation, to allow sufficient time for the secretariat to make the necessary travel arrangements.

8. Agenda and documentation for meetings

30. The Co-Chairs, assisted by the secretariat, shall prepare the provisional agenda for each meeting as well as a draft report on the meeting.

31. Members may propose additions or changes to the provisional agenda to the secretariat, in writing, within one week of receiving it. Any such additions or changes shall be included in a revised provisional agenda prepared by the secretariat in agreement with the Co-Chairs. The revised provisional agenda should be transmitted to the members of the Committee immediately.

32. The secretariat shall transmit the provisional annotated agenda for a meeting to the members of the Committee at least four weeks prior to that meeting. The provisional annotated agenda may be transmitted after that date with the approval of the Co-Chairs.

33. Documents for a meeting of the Committee, unless otherwise decided by the Co-Chairs, should be published on the UNFCCC website at least two weeks prior to that meeting, to the extent possible.

34. The Committee shall, at the beginning of each meeting, consider and adopt the meeting agenda.

35. Any item on the agenda for a meeting of the Committee the consideration of which has not been completed at that meeting shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Committee.

9. Decision-making

36. Members of the Committee shall reach their decisions by consensus.

37. The Committee may use electronic means to take decisions.

10. Use of electronic means of communication

38. The Committee may use electronic means of communication to facilitate intersessional work and to take decisions in accordance with guidelines to be agreed by the

Committee. The secretariat shall ensure that a secure and dedicated web interface is established and maintained to facilitate the work of the Committee.

11. Collaboration with other bodies established under the Convention and the operating entities of the Financial Mechanism of the Convention

39. The Committee may invite other bodies established under the Convention and the operating entities of the Financial Mechanism of the Convention to identify representatives to collaborate, as appropriate, on specific activities related to its work.

12. External expertise

40. The Committee may engage with and draw upon the expertise from relevant institutions, organizations, frameworks, networks and centres outside the Convention, including at the intergovernmental, regional, national and subnational levels, where appropriate.

13. Participation of observers in meetings

41. The meetings will be open to attendance by Parties and admitted observer organizations, except where otherwise decided by the Committee, with a view to encouraging a balanced regional representation of observers.

42. The Committee may decide on additional procedures for the participation of observer organizations other than those admitted to the UNFCCC.

43. The Committee may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

44. The Committee may decide at any time that a meeting or part thereof should be closed to observers.

14. Transparency

45. The proceedings and outputs of the meetings of the Committee shall be made publicly available on the UNFCCC website.

15. Working language

46. The working language of the Committee will be English.

16. Amendments to the rules of procedure

47. These rules of procedure, except those contained in decisions 1/CP.21 and 2/CP.22, may be amended by the Committee.

17. Overriding authority of the Convention

48. In the event of any conflict between any provisions of these rules and any provisions of the Convention, the Convention shall take precedence.

B. Working modalities of the Paris Committee on Capacity-building

49. In addition to the rules of procedure, the Paris Committee on Capacity-building (PCCB) may wish to decide on further working modalities in advancing its work. In particular, in view of the fact that the PCCB will meet during in-session meetings to be organized by the Subsidiary Body for Implementation, the PCCB may wish to consider making extensive use of intersessional work. As outlined in its rules of procedure, paragraph 38, the PCCB may use electronic means of communication to facilitate intersessional work and to take decisions in accordance with guidelines to be agreed by the PCCB. The PCCB may wish to consider the following options to facilitate such intersessional work:

- (a) Virtual participation in meetings, bearing in mind possible technical constraints;
- (b) Conference calls/virtual meetings, bearing in mind possible technical constraints;
- (c) Informal meetings back-to-back with sessions or other events;
- (d) Web-based platforms to advance intersessional work on documents.

50. The PCCB may wish to consider the following draft modalities for the conduct of intersessional work and decision-making:

(a) The PCCB could focus on the provision of clear guidance for intersessional work during its meetings, and on technical matters in the intersessional period;

(b) Intersessional work could be conducted by the PCCB as a whole or by a working group or task force, with the support of the secretariat. Should the PCCB choose the latter, it may wish to proceed on the basis of the following principles:

(i) All PCCB members will be invited to participate and engage in the work, and the composition of the working group or task force will be communicated to the PCCB;

(ii) Members of the PCCB can decide at any point in time to join the working group or task force;

(iii) All PCCB members will be regularly informed about the status and progress of work;

(c) The PCCB will be regularly informed of the status of all activities via email;

(d) Members will have sufficient opportunities to provide feedback on ongoing work, including relevant outputs to be produced by the PCCB;

(e) When decisions are taken intersessionally, members will be given at least five days to provide feedback on the draft document before it is presented to the PCCB for adoption on a non-objection basis;

(f) In the case of an objection and/or significant changes to the document, the options could include the following:

(i) The co-facilitators of the working groups or task forces or the Co-Chairs will revise the document and put it forward for consideration/adoption on a non-objection basis by the PCCB via email;

(ii) Discussion of the document will be postponed to the next meeting of the PCCB.

Annex III

Paris Committee on Capacity-building technical exchange on the 2017 focus area or theme

[English only]

A. Introduction

1. The Paris Committee on Capacity-building (PCCB), during its first meeting, held from 11 to 13 May 2017 in Bonn, Germany, dedicated one full day to a technical exchange on its 2017 focus area or theme on capacity-building activities for the implementation of nationally determined contributions (NDCs) in the context of the Paris Agreement. The 2017 focus area or theme of the PCCB was agreed by the Subsidiary Body for Implementation (SBI) at its forty-fifth session.¹

2. The technical exchange on the 2017 focus area or theme of the PCCB took place on 12 May 2017 and focused on the following two main topics, which were also the themes of session I and session II as outlined below:

(a) Identification of initiatives or partnerships supporting capacity-building activities for NDC implementation;

(b) Assessment of capacity-building gaps and needs in NDC implementation in the context of the Paris Agreement.

3. The technical exchange was chaired by the Co-Chairs of the PCCB, Mr. Mohamed Nbou and Mr. Matti Nummelin, and moderated by capacity-building expert Mr. Ari Huhtala. It featured presentations by representatives of Parties, organizations and institutions, interventions by members of other constituted bodies, question and answer sessions, round-table discussions and two parallel breakout discussions.

4. The programme, presentations, guiding questions and report slides of the breakout groups are available on the UNFCCC website, as well as a recording of the discussions.²

B. Discussion on complementarity between the Durban Forum and the work of the Paris Committee on Capacity-building

5. The Chair of the SBI, Mr. Tomasz Chruszczow, kicked off the discussion on complementarity between the Durban Forum and the work of the PCCB by providing a brief overview of the Durban Forum.

6. The Durban Forum was established in 2011 at the seventeenth session of the Conference of the Parties (COP) with the following purpose:

(a) To further enhance the monitoring and review of the effectiveness of capacity-building;

(b) To provide a platform for an open, transparent and extensive exchange of experience, good practices and lessons learned on the implementation of capacity-building activities in developing countries.

7. The Durban Forum is held annually during the first sessional period of the SBI. Its outcomes support the SBI in its annual monitoring of the delivery of capacity-building actions, and in periodic comprehensive reviews of the implementation of the framework for capacity-building in developing countries under the Convention and its Kyoto Protocol. The COP decided that the summary reports on the Durban Forum would serve as inputs to

¹ FCCC/SBI/2016/20, paragraph 91.

² http://unfccc.int/cooperation_and_support/capacity_building/items/10260.php.

the PCCB.³ The topic of the Durban Forum is determined based on the submissions from Parties and in consultation with the SBI Chair. For instance, Parties were invited to submit, by 9 March 2017, their views on potential topics for the 6th Durban Forum.⁴

8. Since its establishment, the Durban Forum has held six forums. The last three forums focused on the topics: 1) technical and financial support, and capacity-building activities for the preparation of intended nationally determined contributions (INDCs); 2) enhancing capacities to effectively implement the Paris Agreement, particularly focusing on the capacity to convert NDCs into action; and 3) enhancing capacities for adaptation in the context of national adaptation plans and NDCs, respectively.

9. Mr. Chruszczow's presentation was followed by a round-table discussion, which focused on the question of how to best facilitate, ensure and maximize complementarity between the discussions of the Durban Forum and the thematic work of the PCCB, in line with decision 16/CP.22, by which the COP invited the SBI to facilitate complementarity between the Durban Forum and the PCCB.⁵

10. During the discussion, the key role for capacity-building in advancing the implementation of national plans and strategies for low-carbon and climate-resilient development, and in moving away from project-based approaches towards supporting integrated planning and interventions was highlighted. Ownership and in-country capacity retention were considered particularly vital in this regard.

11. One participant noted that identifying common features of successful capacity-building initiatives is important and that recommendations provided by the Durban Forum are useful for providers of capacity-building support. The same participant also pointed to the need to clarify the added value of the PCCB in identifying characteristics of a successful capacity-building initiative.

12. Participants highlighted the complementarity of the work of the PCCB and the Durban Forum. For example, the Durban Forum generates information on best practices that are useful input into the work of the PCCB, while the PCCB may provide guidance on future topics of the Durban Forum.

13. Participants also discussed to what extent the outcomes of the meetings of the Durban Forum are making a difference on the ground. In this regard, it was noted that the PCCB, with its mandate to provide recommendations to the COP through the SBI, provides a new channel to make better use of the Durban Forum results.

14. One participant suggested that the PCCB consider establishing a one-stop shop for funding for capacity-building to facilitate coherence and coordination with regard to accessing capacity-building support, and supporting vertical integration of capacity-building.

15. The importance of multilevel governance and of enabling subnational governments to enhance capacity-building activities that support the implementation of NDCs was also highlighted by the local governments and municipal authorities constituency.

16. At the same time, participants considered it critical to explore the role of the PCCB in promoting private sector involvement and private finance in NDC implementation.

17. A representative of the research and independent non-governmental organizations constituency also pointed to the need for the PCCB to inform individual researchers about its future calls for submissions and to facilitate their participation in providing inputs to the PCCB, and raise awareness among those researchers on Parties' data and capacity-building needs.

18. Adding to this, one participant suggested that the PCCB aggregate best practices by pulling out relevant findings and recommendations from the Durban Forum and other sources and provide guidance on the focus of the next forum. The PCCB could, in a

³ Decision 1/CP.21, paragraph 79.

⁴ Decision 16/CP.22, paragraph 9.

⁵ Decision 16/CP.22, paragraph 5.

participatory manner, provide capacity-building data and information on demand and promote knowledge management through provision of guidelines and other tools.

19. Finally, it was suggested that the PCCB consider facilitating better coordination at the national level with regard to provision of capacity-building.

C. Presentation on the outcome of the capacity-building workshop organized by the Moroccan Government

20. Mr. Mohamed Nbou, Director of the Ministry of the Environment of Morocco and PCCB Co-Chair, made a brief presentation on the outcomes of a workshop on capacity-building and the implementation of the Paris Agreement, organized by the National Competence Centre for Climate Change in Morocco (4C), which was held in Rabat, Morocco, in March 2017. 4C was established to build capacities of Moroccan stakeholders in the area of climate change and to provide a platform for South–South cooperation between Morocco and other African developing countries on climate change mitigation and adaptation.

21. The workshop brought together a team of local and international experts to discuss the implementation of capacity-building under the Paris Agreement. It was aimed at highlighting different approaches to analysing capacity-building in the context of NDCs as well as experience and lessons learned with regard to capacity-building. Financial aspects of capacity-building as well as mechanisms to create synergies and harmonize capacity-building interventions were also discussed. In addition, a round table that was convened as part of the workshop looked at the potential role of regional climate centres, networks and coalitions in the delivery of capacity-building, mobilization of expertise and knowledge management and sharing of regional best practices.

22. Recommendations emerging from the workshop included the need to broaden the scope of regional networks to encompass wider skill sets and areas of expertise, to collaborate with the Climate Technology Centre and Network (CTCN) and its member institutions, and to convene governments and policymakers to enable the integration of inputs from national governments into the work of the PCCB.⁶

23. Participants at the workshop also pointed to the need to capitalize on existing capacity-building initiatives of actors, such as the CTCN or the Global Environment Facility (GEF), by ensuring good coordination that allows building on existing capacity. Peer-to-peer exchange as well as bilateral and multilateral projects and cooperation should likewise be encouraged to enhance mutual understanding and trust-building between stakeholders. At the same time, the need to link technology transfer, climate finance and NDC support with capacity-building efforts was noted to optimize effectiveness and improve sustainability. The important coordinating function of national focal points was underlined in this regard.

24. With respect to NDC implementation, participants further noted the need for feasibility studies and assessments of needs and gaps. Furthermore, it was noted that the science and policy interface needs to be further developed to enhance the relevance of policy instruments. Another point made was that in countries where NDCs were prepared by external experts, capacity-building efforts should focus on building necessary capacities of local experts. Participants also identified the need to cooperate across all governance levels and to build relevant capacities of different groups in society to enable action at the micro level.

25. As regards financing for capacity-building, participants emphasized the need to simplify procedures for accessing finance. Enhancing transparency frameworks for the monitoring and reporting of capacity-building support received and delivered was noted as a further important point, as was the need for providers of capacity-building to respond to requests for support in a more timely manner.

⁶ Decision 2/CP.17, paragraphs 148 and 149.

26. Finally, the participants at the workshop also highlighted the need to improve the capacity-building portal to include information for non-state actors, to ensure better integration of non-state actors in the meetings of the Durban Forum, to enhance coordination between the CTCN and the Adaptation Committee (AC) concerning the delivery of capacity-building initiatives, and to enhance coordination between donors to avoid duplication and inefficiencies.

D. Summary of the outcomes of session I discussions

27. Session I was designed to bring to the attention of the PCCB members some of the initiatives or partnerships supporting capacity-building activities to implement NDCs in the context of the Paris Agreement. The session was conducted through a round-table discussion with representatives of the NDC Partnership, Climate and Development Knowledge Network, GEF, Green Climate Fund (GCF), CTCN and Standing Committee on Finance (SCF). All presentations delivered are available on the UNFCCC website.⁷ The substantive discussions undertaken during session I were guided by the following questions:

(a) What can be done to maximize the impact of the current capacity-building initiatives and support provided by various actors at the national level and to ensure coordination?

(b) What can be done to promote the engagement of other key stakeholders in capacity-building initiatives?

28. The possibility of the PCCB providing recommendations on how to best address the capacity gaps and needs specific to the cases of recipient countries was discussed. In particular, it was noted that developing countries need support in identifying what should be their sectoral approaches for mitigation and adaptation. For instance, some small island developing States need support for identifying best practices that could be applied in their transport sector. It was suggested that the PCCB could compile information about the different needs of individual countries and make available the information collected, and that its guidance should be tailored to the varying capacity needs of countries.

29. The need for close dialogue between the PCCB and the other constituted bodies was noted, with the aim to create synergies and strengthen collaboration. In this regard, it was also noted that the PCCB should take into consideration and learn from experience, especially concerning their work on capacity-building and on strengthening linkages with other bodies and stakeholders. For instance, the SCF representative informed the PCCB that the SCF has focal points for all constituted bodies under the Convention who participate in the meetings of these bodies. Through these focal points, the SCF stays informed of the various activities undertaken by other bodies and strengthens its linkages with them.

30. The importance of having champions for capacity-building to advance the work of the PCCB was highlighted, noting that the leadership of highly motivated champions could drive other key stakeholders to take action.

31. The representative of the Least Developed Countries Expert Group (LEG) suggested that the PCCB could potentially request the CTCN to extend its Incubator Programme to cover all developing countries and/or provide guidance to the GCF to simplify its accreditation process for national entities. The Incubator Programme of the CTCN is designed to provide support to the least developed countries (LDCs) to achieve specific mitigation and adaptation targets included in their NDCs through technology interventions. It helps the LDCs bring together key national stakeholders to identify and prioritize specific technology actions for NDC implementation through the development of a technology road map.⁸

32. The CTCN representative stressed the importance of having regional meetings of national focal points, as it allows countries to come together to share lessons learned. Such

⁷ http://unfccc.int/cooperation_and_support/capacity_building/items/10260.php.

⁸ More information available at: <https://www.ctc-n.org/capacity-building/request-incubator>.

regional meetings could also empower the national officers in the process. However, while the CTCN supports country-driven processes and directly serves the needs of individual countries, participants noted that the PCCB cannot work directly at the country level.

33. The GEF representative emphasized the important role of GEF focal points (FPs) and GCF national designated authorities (NDAs) in ensuring coordination of projects on the ground and strengthening country ownership of the project cycle. In many cases, the FPs and NDAs are the same institutions or individuals that can help ensure coordination in climate action projects. In addition to building institutions necessary for climate action, the FPs and NDAs need the technical capacity to design projects and develop project portfolios.

34. It was suggested that the PCCB could conduct surveys, possibly through the use of the capacity-building portal,⁹ on certain key sectors that are important in achieving the climate goals of countries envisioned in the NDCs. For instance, the PCCB could choose to first focus on certain sectors for a specific time period.

35. The capacity-building work of the International Atomic Energy Agency (IAEA) was also shared with the PCCB. It was highlighted that IAEA provides energy-related services and capacity-building support, such as providing energy planning tools and helping countries develop their energy strategies. For instance, the IAEA energy planning service can help identify gaps in energy policy or programmes and then adjust the NDC content accordingly.

E. Summary of the outcomes of session II discussions

36. The aim of session II was to help the PCCB assess the existing capacity-building gaps and needs in implementing NDCs in the context of the Paris Agreement. Mr. Clarence Samuel from the Marshall Islands and Mr. Bubu Jallow representing the LDCs were invited to speak at the session to assist the PCCB with its assessment of capacity needs and gaps. Representatives of the AC, the LEG and the Technology Executive Committee were also invited to intervene during the round-table discussion with the two representatives of developing countries mentioned above, the PCCB members and the observers. All presentations and interventions made by the discussants are available on the UNFCCC website.¹⁰ The round-table discussion of session II was guided by the following questions:

(a) Which are the main human, institutional and systemic capacity gaps and needs identified by developing countries in implementing NDCs?

(b) What are some of the existing and innovative solutions to address the capacity needs and gaps identified above?

37. When asked what the priority actions of the PCCB should be to help facilitate the implementation of NDCs in developing countries, the LDC representative said the LDCs need support in transforming their INDCs into NDCs. Further, the need for support for estimating the cost of mitigation and adaptation activities and providing a breakdown of cost to facilitate the planning process and implementation of NDCs was highlighted. In addition to the ability to transform the INDCs into NDCs, it was stressed that the capacity for preparing a practical plan for the implementation of NDCs should be built.

38. Based on the understanding that the PCCB cannot do site visits and can only provide recommendations, it was suggested that the PCCB could assist in capturing what is happening in developing countries and integrate the compiled information in its future reports. As a way of collecting this information by countries, the LDC representative recommended the use of a survey, to be distributed to Party delegates to fill out when they convene for the session of the Conference of the Parties. Going one step further, it was also suggested that the PCCB should be able to provide information about best practices and provide country-specific recommendations, if possible, to help support the implementation of NDCs in developing countries. It was also suggested that guidance of the PCCB on how

⁹ <http://unfccc.int/capacitybuilding/activities.html>.

¹⁰ http://unfccc.int/cooperation_and_support/capacity_building/items/10260.php.

to best address capacity-building issues regarding the transfer of technologies aimed at supporting specific activities outlined in the INDCs would be helpful to developing countries.

39. It was stressed that while all the data the PCCB may need are available, the challenge is that those data are fragmented and scattered, which makes it difficult to get a full, holistic picture of what has been done so far and what specific capacities need to be further enhanced. In this context, taking stock of all capacity-building activities undertaken or being undertaken at this stage and making that information available for Parties and non-Party stakeholders was identified as a priority for the PCCB.

40. During the round-table discussion, a representative of the women and gender constituency stressed the importance of integrating gender in capacity-building for climate action. Women are among the most heavily affected by climate change, but they are still largely excluded from climate finance and technology. Noting that women are powerful drivers of change, the representative of the women and gender constituency provided suggestions for mainstreaming gender. Specifically, she mentioned that the training modules for accessing the GCF and technology needs assessments should include gender elements, not only in the context of human rights but also to ensure the effectiveness of capacity-building work.

41. A representative of the research and independent non-governmental organizations constituency highlighted that universities largely remain untapped resources despite the fact that they have an important role to play in supporting the work on capacity-building. He stressed the willingness of universities to work with the PCCB and to help support the implementation of NDCs in developing countries through research and knowledge sharing.

F. Outcomes from the breakout group discussions

1. Breakout group I

42. The first breakout group focused on how the PCCB may be able to strengthen collaboration between different actors to support capacity-building activities for the implementation of NDCs in the context of the Paris Agreement. The group's discussion was guided by the following questions:

(a) How can the PCCB serve as the connecting bridge among actors under and outside the Convention supporting capacity-building activities in developing countries, and how can it contribute to increasing synergies among them?

(b) How can the PCCB collaborate with constituted bodies under the Convention to address current and emerging capacity gaps and needs in implementing NDCs in the context of the Paris Agreement?

43. Participants suggested that the PCCB could compile information on capacity-building gaps and needs to report back to the COP, for example through the use of a database that maps various capacity needs in a holistic manner.

44. In addition to capacity gaps and needs, it was recommended that the PCCB make available on the capacity-building portal any useful capacity training modules or reference materials (see Annex I to PCCB document PCCB/2017/1/10 for further information).

45. Setting up task forces aimed at handling specific types of capacity-building issues was also recommended as a way forward for the PCCB.

46. Establishing capacity-building national focal points was another suggestion made by participants.

47. It was also recommended by the group that the PCCB provide detailed guidelines on how countries should report on their capacity-building needs in national reports under the Convention, including national communications and biennial update reports.

2. Breakout group II

48. The second breakout group discussed how the PCCB may be able to help enhance the capacities of developing countries to implement NDCs in the context of the Paris Agreement with a special emphasis on solutions and best practices. The group's discussion was guided by the following questions:

(a) How can the PCCB address the main institutional, systemic and individual capacity gaps and needs in implementing NDCs in the context of the Paris Agreement?

(b) What can the PCCB do to promote an exchange of information, good practices and lessons learned contributing to addressing current and emerging capacity gaps and needs in implementing NDCs in the context of the Paris Agreement?

49. It was suggested that what the PCCB will do to facilitate an exchange of information and good practices should not overlap with what the Durban Forum on capacity-building does but rather be an add-on.

50. Participants largely agreed that the capacity-building portal should be the PCCB platform for facilitating an exchange of information and best practices. However, their views regarding the extent to which the capacity-building portal should be revamped as well as what further information or functions the portal should provide diverged. The views regarding ways to enhance the capacity-building portal that are captured in paragraphs 51 and 52 below can be complemented by the suggestions emerging from the first PCCB meeting contained in annex I to the meeting report.¹¹

51. Some in the group were of the view that the PCCB should not burden itself with trying to collect any further information but rather work with the existing data, such as the existing capacity-building initiatives on the capacity-building portal. They pointed out that there are other portals, run by other international organizations or non-Party stakeholders, that contain relevant capacity-building information and data and that it is possible to do a simple search on these portals for any information about capacity-building. In this context, it was suggested that the PCCB does not burden other groups or entities with the task of collecting data for the purpose of replenishing the capacity-building portal but rather work with what is already available, including the information that is easily accessible on other capacity-building related portals.

52. Others in the group were of the view that the capacity-building portal needs a significant revamp and requires new features that enable users to do more. The ideas put forward by the group are as follows:

(a) Within the portal, there should be a virtual space for matching local communities or countries that have specific capacity-building needs with specific capacity-building initiatives, thereby allowing their collaboration to advance the work of capacity-building for climate action;

(b) The capacity-building portal should inventory all the inputs gathered, analyse the data and provide customized solutions to individual countries or regions. These steps could be implemented with the use of a common yearly work cycle, asking Parties to provide country-level data on the portal by a certain date and then providing an analysis and review of those inputs. This could be a common process for all Parties, similar to how national communications and biennial update reports are submitted to the secretariat;

(c) The capacity-building portal should have a designated space for a virtual exchange of ideas among national focal points;

(d) The PCCB, through the capacity-building portal, should help countries figure out what their capacity needs are at the regional and national levels, and then try to match those needs to capacity-building initiatives that specialize in addressing such needs. A combination of a mapping of capacity-building initiatives and capacity-building needs assessments would be helpful;

¹¹ See PCCB document PCCB/2017/1/10, annex I.

(e) The capacity-building portal should provide information about the mechanisms and tools available to fill the capacity gaps once the needs have been identified. Often, countries are not aware of what they need to achieve their climate goals and ambitions;

(f) In addition to running the portal, the PCCB should organize workshops and carry out outreach activities to inform people about its activities and potentially invite more people to its meetings. The aspect of building human relationships should not be missing from the process.

G. Key outcomes of the technical exchange

53. This section summarizes the key outcomes of the one-day technical exchange on the basis of the wrap-up provided by the moderator, Mr. Huhtala, on the third day of the first meeting of the PCCB.

54. The discussions during the technical exchange indicated that the overarching purpose of the PCCB could be to support developing countries in building capacities to operationalize their NDCs into investment plans at the country level, focused on poverty alleviation and inclusive growth.

55. Given that there are numerous mandated processes dealing with similar topics, the PCCB could put in place a mechanism that helps to avoid overlaps and to ensure complementarity with other processes. For instance, it would be important to explore how the Durban Forum could influence the topics discussed under the PCCB and how the PCCB in turn can guide the Durban Forum regarding PCCB priority areas. The COP invited the SBI to facilitate complementarity between the Durban Forum and the PCCB.¹² In addition, the PCCB and other Convention bodies should closely collaborate to cross-fertilize their agendas and work plans.

56. Two key areas for possible action by the PCCB emerged from the discussions:

- (a) Analytical work;
- (b) Information sharing.

57. With regard to analytical work, it was suggested that the PCCB could conduct an analysis of capacity-building gaps to report back on to the COP, for example through a database that maps existing gaps and needs in a holistic manner. It could also create an inventory of available capacity-building initiatives and reference materials, establish a task force on specific capacity-building issues, and provide guidelines on how capacity-building related issues should be reported in national reports, including national communications and biennial update reports. The challenge is that the PCCB is not in a position to work at the country level and is therefore limited to desk-based work. The technical exchange revealed a strong appetite for creating a capacity-building inventory and important inputs were provided by developing country and LDC representatives during the exchange. Importantly, any analysis would need to be followed by a knowledge management exercise aimed at synthesizing, articulating and packaging the analysis and its outcomes in a way that is easily understood and ready for action by stakeholders.

58. With respect to information sharing, the existing capacity-building portal offers a good starting point for the establishment of a more complex and user-friendly platform that responds better to existing information needs. For instance, the creation of a password-protected helpdesk or a moderated conversation forum, which would allow national focal points to share and obtain more tailored information, could be explored. An easier and perhaps more realistic option in the short term would be to expand the existing capacity-building portal to include information on available tools, such as the NDC quick start guide or the NDC Partnership navigator, good practices, lessons learned and success stories. It was suggested that a task force could be entrusted with creating an inventory of already existing portals and platforms, and exploring how they could be usefully linked to the

¹² Decision 16/CP.22, paragraph 5.

capacity-building portal. The Climate Knowledge Brokers Group, an alliance of around 150 leading global, regional and national knowledge brokers specializing in climate and development information, could be a good partner in this endeavour.

59. In addition to these discussions on information sharing and analytical work, participants discussed the urgency for better coordination, both international and national, and the need for partnering at the subnational level, including cities, counties and provinces, to deliver NDCs. With regard to the latter, it was noted that mayors and governors can be important champions to accelerate NDC implementation, and that enhanced engagement with non-state actors, such as universities, individual researchers and the private sector, is also vital in this regard. In particular, the need for a stronger partnership between universities and research institutions with the PCCB was stressed, with suggestions for inviting submissions from individual researchers and collaborating with academia for the purpose of collecting and analysing capacity-building data, which is key to the work of the PCCB in providing guidance. It was also suggested that the PCCB help promote private-sector involvement in NDC implementation. What role the PCCB can play in these endeavours is yet to be further discussed and explored.

H. Recommendations and conclusions of the Paris Committee on Capacity-building based on the findings of the technical exchange on its 2017 focus area or theme

60. On the basis of the discussions that took place during the one-day dedicated event on the annual focus area or theme of the PCCB, the PCCB recommends that the COP ensure the thematic alignment of the 2018 Durban Forum on capacity-building with the 2017–2018 focus area or theme of the PCCB on capacity-building activities for the implementation of NDCs in the context of the Paris Agreement.

61. Furthermore, the COP may wish to take note of the following conclusions of the PCCB regarding the implementation of its workplan as it relates to the 2017–2018 focus area or theme based on the outcomes of the discussions thereon:

(a) The PCCB will be informed by the summary reports on the previous meetings of the Durban Forum, including by extracting relevant information and potential recommendations;

(b) The PCCB will aim to take stock of all capacity-building activities undertaken for the implementation of NDCs and make that information available for Parties and non-Party stakeholders, to ensure information sharing regarding relevant capacity-building activities supporting the implementation of NDCs, including by providing a mapping of various capacity needs, relevant stakeholders, best practices and lessons learned, for example by making use of the capacity-building portal. The PCCB will also aim to strengthen collaboration with the wide range of stakeholders involved, including academia and the private sector, for example by inviting submissions from the diverse stakeholders and following up on them;

(c) The PCCB will aim to provide an analysis of capacity-building needs and gaps in the context of NDC implementation and to possibly recommend guidelines on how to conduct capacity gap and need assessments and on how to enhance the capacity-building efforts of Parties to implement NDCs;

(d) The PCCB will also aim to further explore and follow up on the manifold suggestions raised by participants at the one-day dedicated event, including:

(i) The provision of references on the capacity-building portal to any useful capacity training modules or relevant materials;

(ii) The creation of an inventory of other existing portals and platforms, including exploring how they could be usefully linked to the capacity-building portal;

(iii) The need for establishing national focal points for capacity-building;

- (iv) The need for providing guidelines for reporting on capacity-building needs in national reports under the Convention, including national communications and biennial update reports;
- (v) The need for integration of gender considerations into capacity-building for climate action;
- (vi) The need to recommend better coordination among different international and national stakeholders, and partnering with entities at the subnational level, including cities, counties and provinces, to implement NDCs;
- (vii) The organization of capacity-building workshops and events, especially at the regional level.

Annex IV

Rolling workplan of the Paris Committee on Capacity-building for 2017–2019

[English only]

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Management and oversight of the 2016–2020 workplan				
Mandate: Decision 1/CP.21, paragraphs 72 and 73: Paris Committee on Capacity-building (PCCB) will manage and oversee the workplan for the period 2016–2020 with the following activities				
	Information on management and oversight of the workplan to be included in the annual technical progress report	X	X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (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				
Assessment of the activities of existing bodies	Assessment report on opportunities to increase synergies through: - Identifying possibilities for cooperation; - Avoiding duplication; - Collaborating with institutions under and outside the Convention	X	X	X
	Relevant recommendations as appropriate		X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (b) Identifying capacity gaps and needs and recommending ways to address them				
Gathering of relevant information, including identification of information gaps in order to address them, and identification of best practices, tools and methodologies, including through making use of the capacity-building portal	Assessment report on capacity gaps and needs, comparing the current state of affairs and the new development models	X	X	
Analysis of relevant information gathered	Relevant recommendations as appropriate		X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (c) Promoting the development and dissemination of tools and methodologies for the implementation of capacity-building				
Identification of available tools, methodologies and good practices	Assessment report and dissemination of information gathered	X	X	X
	Relevant recommendations as appropriate		X	

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Exploration of options for the enhancement of the capacity-building portal to allow for collection of available tools, methodologies and good practices	Options for enhancement of the capacity-building portal identified		X	
Promotion and dissemination of the development of tools and methodologies through awareness-raising, cooperation with relevant stakeholders, etc.	Outreach activities, including through use of the capacity-building portal		X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (d) Fostering global, regional, national and subnational cooperation				
Identification of relevant actors and stakeholders for the fostering of global, regional, national and subnational cooperation	Enhanced cooperation through outreach activities, including through use of the capacity-building portal	X	X	X
	Relevant recommendations as appropriate			X
Information sharing, including through making use of the capacity-building portal		X	X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (e) Identifying and collecting good practices, challenges, experiences and lessons learned from work on capacity-building by bodies established under the Convention				
Identification of activities of existing bodies	Report	X		
Identification of good practices, challenges, experience and lessons learned from work on capacity-building of bodies established under the Convention	Information disseminated, including through use of the capacity-building portal	X		
	Awareness-raising through outreach activities		X	X
	Relevant recommendations as appropriate			X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (f) Exploring how developing country Parties can take ownership of building and maintaining capacity over time and space				
Information gathering, including through seeking of inputs from Parties and others on how developing country Parties can take ownership of building and maintaining capacity over time and space	Information and good practices, including through use of the capacity-building portal	X	X	X
Analysis of information gathered on how developing country Parties can take ownership of building and maintaining capacity over time and space	Relevant recommendations as appropriate		X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (g) Identifying opportunities to strengthen capacity at the national, regional and subnational level				
Information gathering, including through seeking of inputs from Parties and others on opportunities to strengthen capacity at the national, regional and subnational levels	Compilation of notable initiatives and partnerships at the international, national, regional and subnational levels, and dissemination of information gathered, including through use of the capacity-building portal	X	X	X
Analysis of information gathered on opportunities to strengthen capacity at the national, regional and	Relevant recommendations as appropriate		X	X

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
subnational levels				
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (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				
Identification of relevant processes and initiatives under the Convention and gathering of information on capacity-building activities and strategies of bodies established under the Convention	Information shared, including through use of the capacity-building portal	X	X	X
Information gathering, including through seeking of inputs from Parties and others				
Identification of representatives of the PCCB for liaison with respective constituted bodies under the Convention and operating entities of the Financial Mechanism				
Inviting relevant bodies to attend meetings of the PCCB, provide inputs to the capacity-building portal, exchange information on capacity-building activities and strategies of bodies established under the Convention and foster dialogue, coordination, collaboration and coherence among relevant processes and initiatives under the Convention				
Initiation of dialogue and sharing information on capacity-building activities and strategies of bodies established under the Convention and fostering dialogue, coordination, collaboration and coherence among relevant processes and initiatives under the Convention	Platform for continued exchange and communication with other relevant processes and initiatives under the Convention, including through use of the capacity-building portal	X	X	X
Mandate: Decision 1/CP.21, paragraphs 72 and 73: (i) Providing guidance to the secretariat on the maintenance and further development of the web-based capacity-building portal				
Exploration of options for the enhancement, development and maintenance of the capacity-building portal in order to provide specific guidance to the secretariat	Enhanced capacity-building portal so as to support the PCCB in all its activities as appropriate	X	X	X
	Relevant recommendations as appropriate	X	X	X
Mandate: Decision 16/CP.22, paragraph 4: PCCB will be invited to consider the following in managing the 2016–2020 workplan				
Mandate: Decision 16/CP.22, paragraph 4: (a) To take into consideration cross-cutting issues such as gender responsiveness, human rights and indigenous peoples' knowledge				
Identification and compilation of relevant information on	Relevant information disseminated	X	X	X

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
cross-cutting issues	Relevant recommendations as appropriate		X	
Incorporation of relevant information on cross-cutting issues when conducting other activities, as appropriate		X	X	X
Mandate: Decision 16/CP.22, paragraph 4: (b) To take into consideration the outcomes of the third comprehensive review of the implementation of the framework for capacity-building in developing countries				
Consideration of outcomes of the third comprehensive review of the implementation of the framework for capacity-building in developing countries when conducting other activities, as appropriate		X	X	X
Mandate: Decision 16/CP.22, paragraph 4: (c) To take into consideration previous work undertaken on indicators for capacity-building				
Identification and review of previous work undertaken on indicators for capacity-building	Analysis and recommendations as appropriate		X	X
Mandate: Decision 16/CP.22, paragraph 4: (d) To promote and explore linkages with other constituted bodies under the Convention and the Paris Agreement, as appropriate, that include capacity-building in their scopes				
Identification of representatives of the PCCB for liaison with the respective constituted bodies under the Convention and operating entities of the Financial Mechanism	Linkages with relevant constituted bodies maintained	X	X	X
Inviting relevant bodies to attend meetings of the PCCB, provide inputs to the capacity-building portal and explore and promote linkages with other constituted bodies under the Convention				
Mandate: Decision 16/CP.22, paragraph 4: (e) To promote and explore synergies for enhanced collaboration with institutions outside the Convention and the Paris Agreement engaged in implementing capacity-building activities				
Identification of relevant institutions outside the Convention engaged in implementing capacity-building activities so as to explore and promote synergies for enhanced collaboration	Identification of synergies for enhanced collaboration	X	X	X
	Information sharing and awareness-raising measures implemented, including through use of the capacity-building portal			
	Relevant recommendations as appropriate		X	X
Mandate: Decision 16/CP.22, paragraph 4: (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 the Paris Agreement as well as existing reporting mandates, in order to achieve coherence and coordination				
Identification of initiatives, actions, measures and existing reporting mandates, and collection of information on existing reporting mandates and activities in order to	Ways to enhance reporting identified		X	X
	Relevant recommendations as appropriate			X

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
consider ways of enhancing reporting on capacity-building activities				
Annual focus area or theme				
Mandate: Decision 1/CP.21, paragraph 74: 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				
Decision 2/CP.22, annex, paragraph 12: PCCB shall decide on its annual focus area or theme, recalling decision 1/CP.21, paragraph 74, 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, and will report on this work in its annual technical progress report				
Implementation of pillar 1 ^a of the work of the PCCB through the lens of the annual focus area or theme		X	X	X
Agreeing on 2018 and 2019 focus area or theme of the PCCB	Information on 2018 and 2019 focus areas or themes of the PCCB included in its annual technical progress report	X	X	
Mandate: Decision 2/CP.22, annex, paragraph 3: Six representatives from bodies established under the Convention and from the operating entities of the Financial Mechanism will be invited to participate in all the meetings of the PCCB in line with the annual theme of the PCCB (FCCC/SBI/2016/20, para. 91)				
Agreeing on representatives to be invited to participate in all meetings of the PCCB	Information on representatives to be invited to participate in all meetings of the PCCB in line with the 2018 focus area or theme of the PCCB included in its annual technical progress report	X	X	X
Mandate: Subsidiary Body for Implementation (SBI) at its forty-fifth session: In 2017 the first focus area or theme for the PCCB will be on capacity-building activities for the implementation of nationally determined contributions in the context of the Paris Agreement (FCCC/SBI/2016/20, para. 91)				
Consideration of the 2017 focus area or theme	Information on consideration of the 2017 focus area or theme of the PCCB, including recommendations and actions, included in the report of the first meeting of the PCCB and the annual technical progress report	X		
Mandate: SBI 45 agreed that representatives of the following operating entities of the Financial Mechanism and the constituted bodies established under the Convention will be invited to participate in the first meeting of the PCCB, which will be held in conjunction with the forty-sixth sessions of the subsidiary bodies:				
(a) The Global Environment Facility;				
(b) The Green Climate Fund;				
(c) The Adaptation Committee;				
(d) The Least Developed Countries Expert Group;				
(e) The Standing Committee on Finance;				

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
(f) The Technology Executive Committee				
SBI 45 further agreed that representatives of other bodies established under the Convention and the operating entities of the Financial Mechanism are invited to identify representatives to collaborate, as appropriate, on specific activities related to the work of the PCCB, and particularly encourages a representative of the Climate Technology Centre and Network to participate in the first meeting of the PCCB (FCCC/SBI/2016/20, paras. 92 and 93)				
Invitation of the relevant representatives to the first meeting of the PCCB	Information on consideration of the 2017 focus area or theme of the PCCB included in its annual technical progress report	X		
Mandate: Decision 4/CP.22, paragraph 5: PCCB invited, within the scope of its workplan, to consider a future theme on addressing loss and damage As appropriate, including collaboration with the Executive Committee [of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts?]				
Working modalities and procedures		X	X	X
Mandate: Decision 2/CP.22, paragraph 5: PCCB to further develop and adopt its working modalities and procedures at its first meeting Decision 2/CP.22, annex, paragraph 13: PCCB shall further develop and adopt its working modalities and procedures at its first meeting, and revise them as necessary				
Development and adoption of working modalities and procedures	Relevant information to be included in annual technical progress report	X		
Linkage with other bodies and external expertise				
Mandate: Decision 2/CP.22, annex, paragraph 14: PCCB may invite other bodies established under the Convention and the operating entities of the Financial Mechanism of the Convention to identify representatives to collaborate, as appropriate, on specific activities related to its work				
Identification of representatives of the PCCB for liaison with the respective constituted bodies under the Convention and operating entities of the Financial Mechanism	As appropriate	X	X	X
Inviting relevant bodies to attend meetings of the PCCB and provide inputs to the capacity-building portal, as appropriate				
Mandate: Decision 2/CP.22, annex, paragraph 15: PCCB may engage with and draw upon the expertise from relevant institutions, organizations, frameworks, networks and centres outside the Convention, including at the intergovernmental, regional, national and subnational levels, where appropriate				
Identification of institutions, organizations, frameworks, networks and centres outside the Convention at the intergovernmental, regional, national and subnational levels with relevant expertise	Entities engaged with and expertise drawn on, as appropriate	X	X	X

<i>Activity</i>	<i>Deliverables / expected result / outputs</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Thematic areas				
Mandate: Decision 14/CP.21, paragraph 8: Representatives of the relevant bodies established under the Convention, operating entities of the Financial Mechanism, intergovernmental and non-governmental organizations, and relevant experts and practitioners invited to integrate into their work programmes and activities the lessons learned at, and the main outcomes of, the meetings of the Durban Forum				
As appropriate	As appropriate	X	X	X
Mandate: Decision 3/CP.22, paragraph 8: Constituted bodies under the Convention invited, as appropriate, as those bodies undertake their work, to continue or to initiate, as appropriate, the integration of efforts to avert, minimize and address loss and damage associated with the adverse effects of climate change in particularly vulnerable developing countries, vulnerable populations and the ecosystems that they depend on				
As appropriate, including collaboration with the Executive Committee [of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts?]	As appropriate	X	X	X
Mandate: Decision 21/CP.22, paragraph 4: All constituted bodies in the UNFCCC process requested to include in their regular reports information on progress made towards integrating a gender perspective in their processes according to the entry points identified in the technical paper referred to in paragraph 13 of decision 21/CP.22				
As appropriate	Relevant recommendations as appropriate	X	X	X
Annual technical progress report				
Mandate: Decision 1/CP.21, paragraph 80: PCCB to prepare annual technical progress reports on its work, and to make these reports available at the sessions of the SBI coinciding with the sessions of the Conference of the Parties (COP)				
Decision 2/CP.22, annex, paragraph 17: PCCB will prepare annual technical progress reports on its work for submission to the COP through the SBI, and will make these reports available at the sessions of the SBI coinciding with the sessions of the COP				
Preparation of the annual technical progress report	Technical progress report with all relevant information, including recommendations, as appropriate	X	X	X

Notes: (1) The implementation of all activities of the PCCB, as contained in pillar 1 of its work, will be conducted through the lens of its annual focus area or theme, which, for 2017–2018, is capacity-building for the implementation of nationally determined contributions in the context of the Paris Agreement pursuant to the goals contained in Article 2 of the Paris Agreement; (2) The implementation of the activities of the PCCB outlined in the workplan is subject to the availability of sufficient resources.

^a Pillar 1: activities contained in the 2016–2020 capacity-building workplan, which the PCCB is to manage and oversee, as well as the elements emerging from the third comprehensive review of the implementation of the framework for capacity-building in developing countries established under decision 2/CP.7 that the PCCB was invited to take into consideration in managing the workplan (decisions 1/CP.21, paragraphs 73 and 74, and 16/CP.22, paragraph 4, respectively); pillar 2: annual focus area or theme (decision 1/CP.21, paragraph 74).