



Standing Committee on Finance

01 October 2019

Twenty-first meeting of the Standing Committee on Finance
Bonn, Germany, 03–05 October 2019

Background paper on the first report of the Standing Committee on Finance on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement

Expected actions by the Standing Committee on Finance

The Standing Committee on Finance (SCF) will be invited to:

- a) Reach an agreement on the outline of the first report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement (Needs Report);
- b) Reach an agreement on the output(s) and format of the needs report;
- c) Provide views on the workplan of the Needs Report and agree on possible outreach activities and indicative timelines, including a possible invitation for inputs;
- d) Consider the background paper on sources of information and the methodologies and approaches.

I. Possible actions for consideration by the Standing Committee on Finance

1. Outline: In its deliberation on the outline of the first report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement (Needs Report), the SCF is invited to consider the draft outline as contained in annex I.

2. Output(s) and format: Concurrently, the SCF may wish to consider how it wishes to report the outcomes of the Needs Report to the Conference of Parties (COP) at its 26th session and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its third session. In its deliberations on this matter, the SCF may wish to consider the following two options:

(a) Outcomes of the technical work captured in a stand-alone *report* published on the website of the SCF, with a *summary and/or recommendation* by the SCF included in the annual report of the SCF to COP 26 and CMA 3. This option is similar to the outputs and format used for the Biennial Assessment and Overview of Climate Finance Flows;

(b) Outcomes of the technical work captured in a *report*, which also includes a summary and/or recommendations. The report is submitted to the COP and CMA in conjunction with the annual report of the SCF to the COP 26 and CMA 3;

3. In addition, the SCF may wish to consider other by-products which the SCF may deem appropriate during the preparation of the report for outreach activities (e.g. presentations, leaflets, brochures, etc.).

4. **Workplan:** In its deliberations on the workplan, the SCF will be invited to consider the updated draft workplan (annex II). In doing so, the SCF may wish to consider inviting Parties, constituted bodies, multilateral and regional organizations, admitted observer organizations and other interested stakeholders to provide inputs to inform the preparation of the Needs Report. The inputs will be compiled by the secretariat and made available on the UNFCCC website. Should the SCF agree on issuing an invitation for inputs, it could do so during the last quarter of 2019, with a view to ensuring sufficient time for preparation and processing of such information.

5. **Background paper:** The SCF will be invited to consider the updated background paper prepared by the secretariat. The background paper builds on the preliminary and non-exhaustive list of sources of information, types of needs, coverage, purpose and methodologies used in information on climate-related needs of developing countries contained in the document SCF/2019/20/5¹ as well as information generated from the experts meeting on assessing and determining the needs of developing country Parties in Manila, Philippines on 10–11 July 2019.² The background paper and the summary of the experts meeting are available on the UNFCCC website.³⁴

II. Background

6. The COP, by decision 4/CP.24, paragraph 13, requested the SCF to prepare, every four years, a report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement, for consideration by COP 26 (November 2020), and CMA 3 (November 2020).

7. In paragraph 14 of the same decision, the COP also requested the SCF to collaborate, as appropriate, with the operating entities of the Financial Mechanism, the subsidiary and constituted bodies, multilateral and bilateral channels, and observer organizations.⁵

8. At its 20th meeting, the SCF initiated deliberations on the COP 24 request and agreed to initiate preparatory work on the Needs Report. As per the agreements reached at SCF 20, the co-facilitators, with the support of the secretariat, undertook the following activities intersessionally:

(a) **Workplan:** A draft workplan was developed and circulated with the SCF on 11 June 2019. Based on the intersessional work, the draft workplan has been updated and shared with the SCF for its considerations.

(b) **Outreach activities:** The co-facilitators conducted a series of outreach activities, the main outcomes of which are summarized in paragraph 9 below, including:

(i) Meeting with ten groups of Parties⁶ to gather views on their expectations of the Needs Report, as well as on available data and information on the needs of developing countries as contained in national reports, policies, strategies and other reference material during the 50th session of the Subsidiary Bodies (SB 50) which took place on 17–21 June 2019 in Bonn, Germany;

¹ Contained in the annex of document SCF/2019/20/5 and available at:

https://unfccc.int/sites/default/files/resource/BP5_SCF20_Needs.pdf.

² Further information on the experts meeting is available at: <https://unfccc.int/event/experts-meeting-on-assessing-and-determining-the-needs-of-developing-countries>.

³ Available at: <https://unfccc.int/topics/climate-finance/workstreams/determination-of-the-needs-of-developing-country-parties-related-to-implementing-the-convention-and/repository-of-information-on-the-needs-of-developing-country-parties#eq-2>.

⁴ Available at: https://unfccc.int/sites/default/files/resource/ExpertsMeeting_Summary.pdf.

⁵ 4/CP.24, paragraph 14.

⁶ African Group of Negotiators; Argentina, Brazil, Uruguay; Alliance of Latin America and the Caribbean; Alliance of Small Island States; Arab Group; Environmental Integrity Group; European Union; Least Developed Countries; Umbrella Group. As the meeting with the Like Minded-Group of Developing Countries was not convened, it was agreed that the Group could submit their views in writing to the co-facilitators.

(ii) A meeting with 30 potential collaborators and data providers representing Parties, bilateral and multilateral agencies, multilateral development banks, UN programmes, think tanks and NGOs on 21 June 2019 that attended SB 50, to share information on their work related to assessing and determining the needs of developing countries, including available data and reports;

(iii) Attending the experts meeting on assessing and determining the needs of developing country Parties in Manila, Philippines on 10–11 July 2019 to share experiences and lessons learned in assessing the needs of developing countries and translating these needs into action, including through the development of climate finance strategies.

(c) Background paper: The secretariat, under the guidance of the co-facilitators, developed a background paper on sources of information and the methodologies and approaches. The background paper builds on the preliminary and non-exhaustive list of sources of information, types of needs, coverage, purpose and methodologies used in information on climate-related needs of developing countries as contained in the annex of the background note for SCF 20.⁷ The annex was circulated to the SCF for further inputs.

9. Based on the outreach activities undertaken intersessionally, the following elements emerged which could be taken into consideration in the discussions on the outline of the Needs Report, including:

(a) Recognition of the importance of the work on the determination of the needs of developing countries, including in terms of mapping information and data availability and gaps, as well as coverage, uses and purposes of the information;

(b) Recognition of the number of reports already available in relation to the needs of developing countries, both focused on climate and development in general;

(c) The possibility of the report to provide a comprehensive picture of the types and nature of the needs of developing countries, while acknowledging that the first Needs Report may contain limitations and potential information gaps;

(d) Importance of developing the first Needs Report with subsequent reports in mind, including its structure, scope and objectives;

(e) Usefulness of the report at the multilateral level, to Parties and to other relevant actors. In terms of usefulness, some Parties argued that the report could inform processes such as the setting of the new collective quantified goal from a floor of USD 100 billion per year, future replenishments of the operating entities and the global stocktake. Some Parties indicated the usefulness of considering the broader needs of developing country Parties related to the implementation of the Convention and the Paris Agreement (e.g. as related to capacities at different governing levels). In addition, the report could be useful to Parties by presenting existing methodologies and approaches for determining and costing needs and organising corrective measures. It could also be useful for multilateral and bilateral agencies by informing their programming processes;

(f) Inclusion of recommendations to the COP and CMA, as well as recommendations that speak to actors involved in determining the needs of developing countries.

10. The elaboration of the Needs Reports could also, where applicable, be informed by work in relation to the mandate requesting the secretariat to assist developing countries in assessing their needs. By decision 6/CP.23, paragraph 10, the COP requested the secretariat, in collaboration with the operating entities of the Financial Mechanism, United Nations agencies and bilateral, regional and other multilateral channels, to explore ways and means to assist developing country Parties in assessing their needs and priorities, in a country-driven manner, including technological and capacity-building needs, and in translating climate finance needs into action.⁸

⁷ Contained in the annex of document SCF/2019/20/5 and available at: https://unfccc.int/sites/default/files/resource/BP5_SCF20_Needs.pdf.

⁸ 6/CP.23, paragraph 10.

11. In response to this mandate, the secretariat set up the Needs-Based Finance (NBF) project to assist interested developing countries in the assessment of needs and priorities and in translating climate finance needs into action. At SB 50, the secretariat successfully concluded the NBF project with the Melanesian Spearhead Group by launching the sub-regional Climate Finance Strategy for Melanesia.⁹

12. As at September 2019, ten countries¹⁰ are taking part in the NBF project. In addition, the secretariat has been requested by ten sub-regions and groups of countries to support their needs and priorities, and translating these into climate finance strategies.¹¹

13. An earlier project relating to assisting developing countries in assessing their needs relates to the National Economic, Environment and Development Study (NEEDS) for Climate Change Project. This project was designed and implemented by the UNFCCC secretariat in response to the mandate by the Subsidiary Body for Implementation, at its 28th session in 2008, to provide, upon request, information to non-Annex I Parties on the assessment of financing needs to implement mitigation and adaptation measures. The NEEDS project delivered eleven country study reports, an initial summary report, as well as a synthesis report.¹²

⁹ Further information is available at: <https://unfccc.int/topics/climate-finance/workstreams/determination-of-the-needs-of-developing-country-parties-related-to-implementing-the-convention-and/needs-based-finance-nbf-project/sub-regional-climate-finance-strategy-for-melanesia-an-outcome-of-unfccc-s-needs-based>.

¹⁰ Antigua and Barbuda, Belize, Cambodia, El Salvador, Honduras, Jordan, Lebanon, Philippines, Rwanda and Uruguay.

¹¹ The secretariat is working with the Association of Southeast Asian Nations (covering 10 countries), the Island States in the Indian Ocean (covering six countries), East African Community (eight countries), LDCs in Asia (six countries), Eastern Caribbean the League of Arab States (covering 22 countries), the Melanesian Spearhead Group (covering four countries), Organization of Eastern Caribbean States (eight countries), Polynesia (four countries) and the Southern African Development Community (covering 16 countries), West Africa (19 countries).

¹² Information available at <https://unfccc.int/national-economic-environment-and-development-study-needs-for-climate-change-project>.

Annex I

Draft outline of the first report of the Standing Committee on Finance on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement

Working draft outline

ACKNOWLEDGEMENT

A. MANDATE AND SCOPE

1. *Mandate* stemming from decision 4/CP.24, paragraph 10 and context, including reference in the Convention and the Paris Agreement, as well as COP decisions related to the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement.
2. *Scope*: Explanation of what the first Needs Report will do, i.e. an analysis of information on the needs of developing country Parties and overview/summary of existing information.
3. *Challenges and limitations*: E.g. practical difficulties in identifying, collecting, assessing and aggregating data and information on the needs of developing country Parties.
4. *Approaches used* in preparing the first Needs Report:
 - (a) Description of the sources of the information and data, time period, coverage, and how the different information and data from national, sub-regional, regional and global reports were categorized, aggregated and presented.
 - (b) Description on the approach taken by the SCF in the determination of the needs of developing country Parties.

B. OVERVIEW OF THE NEEDS OF DEVELOPING COUNTRY PARTIES

BOXES/CASE STUDIES

5. Key messages, developments and trends, in determining the needs of developing countries
6. Introduction.
7. *Qualitative and quantitative information and data available* on the needs of developing countries relating to the implementation of the Convention and the Paris Agreement: By theme, geography, sector, national/local level etc.:
 - (a) Information and data from national reports by theme, geography and sectors:
 - (i) E.g. Nationally Determined Contributions, National Adaptation Plans, Biennial Update Reports/National Communications, Technology Needs Assessments, country programmes developed for the Green Climate Fund, the Global Environment Facility and/or the Adaptation Fund, cities' climate action programmes, as applicable, other national climate change policies and strategies as well as national development plans);
 - (ii) Visualization/diagramme
 - (b) Information and data from regional and sub-regional reports, strategies, programmes (e.g. country programmes), policies, etc.:

- (i) E.g. regional and sub-regional reports on needs in Africa, Asia-Pacific, Eastern Europe, and Latin America and the Caribbean, including from bilateral and regional agencies and banks, etc.;
- (ii) Visualization/diagramme.
- (c) Information and data from global reports, policies and programmes:
 - (i) E.g. from multilateral agencies, UN programmes, multilateral development banks etc.;
 - (ii) Visualization/diagrammes.

C. DETERMINATION OF THE NEEDS OF DEVELOPING COUNTRY PARTIES

BOXES/CASE STUDIES.

- 8. Key messages.
- 9. Introduction.
- 10. Analysis of the needs of developing countries related to implementing the Convention and the Paris Agreement, based on the information and data of the finance, technology and capacity-building and planning needs for mitigation, adaptation, loss and damage and other thematic areas and cross-cutting issues.
- 11. Visualization and explanation of the outcomes, uses and purposes on the information on the needs of developing countries.

D. METHODOLOGIES, UNDERLYING ASSUMPTIONS AND INSIGHTS IN DETERMINING THE NEEDS OF DEVELOPING COUNTRY PARTIES

BOXES/CASE STUDIES.

- 12. Key messages.
- 13. Introduction.
- 14. *Overview of methodologies and approaches used in determining the needs of developing countries:* Indication of advantages/disadvantages/challenges of each methodology/approach to support countries in applying methodologies when assessing their needs.
- 15. Mapping of criteria and views used by countries and other stakeholders in assessing and determining the needs of developing countries, both in relation to goals (temperature goals, or sectoral goals) with differentiation between adaptation and mitigation, and identification of common trends or views used in needs assessment and determination;

E. CHALLENGES AND OPPORTUNITIES RELATED TO ADDRESSING THE NEEDS OF DEVELOPING COUNTRIES

BOXES/CASE STUDIES.

- 16. Key messages.
- 17. Introduction.
- 18. Issues identified by countries, regional and multilateral institutions on concerns and obstacles faced in addressing the needs of developing countries, as well as opportunities:
 - (a) E.g. level of indebtedness, relevant credit worthiness; policies related to finance (e.g. co-financing requirements, results-based finance, etc.); instruments available and costs of finance;

(b) Co-benefits related to addressing the needs of developing countries, e.g. SDGs, DRR, Agenda 2030, the Addis Ababa Action Agenda, etc.

A. ANNEXES

B. FAQs

C. GLOSSARY

D. REFERENCES

E. LIST OF ABBREVIATIONS

F. BOXES/CASE STUDIES

Annex II

Updated draft workplan

First Report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement

Working draft by the Co-facilitators¹

Delivery date: 2020

I. Mandate(s) and objectives

1. At the 24th session of the Conference of the Parties (COP 24), the COP requested the Standing Committee on Finance to prepare, every four years, a report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement, for consideration by the Conference of Parties, starting at its twenty-sixth session (November 2020), and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, starting at its third session (November 2020) (hereinafter referred to as Needs Report).²
2. In preparing the report, the COP also requested the SCF to collaborate, as appropriate, with the operating entities of the Financial Mechanism, the subsidiary and constituted bodies, multilateral and bilateral channels, and observer organizations.³

II. Overall Approach

3. Building on the experience of the SCF in developing comprehensive assessments such as the preparations of the Biennial Assessments and Overview of Climate Finance Flows (BAs), the SCF, at its 20th meeting, agreed that the Needs Report be organized and implemented following the BA approach, i.e. comprising *technical work* and *work at the Committee-level*. The *technical work* allows the SCF, with the support of the secretariat and external expertise, to draw information and data on developing countries' needs, to inform its *work at the Committee-level*.
4. The *technical work* combines literature review with technical and expert meetings, webinars and outreach activities, involving data providers and other contributors that have experience in assessing developing countries' needs at the national, regional and global levels. This involves data and information gathering from a range of sources and databases, including national reports submitted by Parties to the UNFCCC, external databases and other related national, regional and global reports that provide quantitative and qualitative information on the needs of developing countries. Hence, the organization and implementation of the *technical work* follows a "*hub-and-spokes*" approach. Figure 1 shows this approach, with the SCF being the hub and the different types of contributors being the spokes. This approach allows the SCF to gather the necessary information and methodologies for the preparation of the first Needs Report, whilst also building the collaborators network for the subsequent reports.
5. The *work at the Committee-level* involves reviewing the technical work and providing further guidance. It also involves identification of key findings from the technical work,

¹ The SCF, at its 20th meeting, agreed that the co-facilitators, with the support of the secretariat, will, intersessionally develop a workplan, including outreach activities for consideration and finalization by SCF 21. Available at: https://unfccc.int/sites/default/files/resource/Report%20of%20the%20meeting_SCF_20%20Formatted_0.pdf#page=3.

² Decision 4/CP.24, paragraph 13.

³ Decision 4/CP.24, paragraph 14.

compiling identified determination of needs of developing countries in relation to the Convention and the Paris Agreement, and the possible preparation of potential recommendations to the COP.

Figure 1: Hub-and-spokes approach

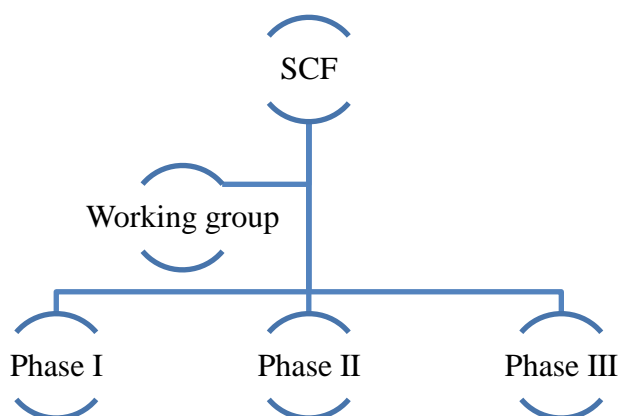


6. The technical work also aims to enhance engagement with Parties, the operating entities of the Financial Mechanism, the subsidiary and constituted bodies, multilateral and bilateral channels, and observer organizations, including those that produce aggregate data and information on needs. For example, in addition to Parties, the SCF can closely engage with a wide variety of institutions that produce and aggregate information on needs at the global and regional levels, including on issues relating to methodologies and approaches for determining needs. Such institutions include the UN agencies, constituted bodies under the Convention, multilateral development banks, bilateral development finance institutions, international organizations, research institutions and think tanks, private sector financial institutions, academia, and civil society organizations that operate in developing countries. It can do so, among others, by participating in the meetings of the SCF, dedicated technical meetings and other outreach channels the SCF wishes to establish such as webinars. The engagement with Parties and data producers and aggregators allows the SCF to produce a robust report.

III. Modalities

7. The work will be organized in three phases. The first phase involves technical work and interaction with Parties and collaborators. The second phase involves discussions of deliverables of the technical work and review of progress at the Committee-level, facilitated by the two co-facilitators. The third phase involves discussions on the conclusions and recommendations by the SCF.

Figure 2: The three-phases approach



8. The two co-facilitators of the SCF working group on the Needs Report have been selected from within the SCF membership and are appointed to guide the technical work intersessionally and during the SCF meetings. The co-facilitators are supported by the UNFCCC secretariat.

9. To ensure sufficient rigor, the technical work will be organized in three phases. Each phase would be led by an external consultant and coordinated by the secretariat, under the guidance of the co-facilitators of the Needs Report:

(a) **Phase I:** This track will compile, review, summarize and analyze existing quantitative and qualitative information and data on developing countries' needs, including the types of needs, as well as methodologies and approaches used for needs determination.

(b) **Phase II:** Building on the results of phase I, this phase will collect further data sets and other relevant quantitative and qualitative information to provide an overview on the state of play of the needs of developing countries, including potential gaps of information and data.

(c) **Phase III:** This phase will support the working group in developing an assessment of quantitative and qualitative information on needs determination.

10. Within the SCF membership, an open-ended working group participates in the technical work that is conducted intersessionally. This, *inter alia*, may involve providing input and reviewing the drafts of the individual chapters and the final draft of the report, including through written comments and dedicated webinars. The results of the work of the phases will feed into the work of the dedicated SCF working group on the Needs Report.

11. The outputs (e.g. draft chapters, technical papers, scoping document) are disseminated to the SCF for consideration. The SCF working group, led by the two co-facilitators, completes the Needs Report with the assistance of the secretariat and the consultants.

12. The secretariat guides and monitors the day-to-day operations of the external consultants. To build and maintain the institutional memory, the external consultants conduct their work and interact with external collaborators jointly with the UNFCCC secretariat.

IV. Themes [to be updated]

13. In terms of the scope of the preliminary work, the first Needs Report will, inter alia, consider the following elements:

- (a) Overview and analysis of existing quantitative and qualitative data on developing countries' needs;
- (b) Overview and analysis of methodologies and approaches for the determination of the needs of developing countries, including underlying assumptions and processes;
- (c) Bottom-up approaches utilized in national reports under the Convention and the Paris Agreement such as in Nationally Determined Contributions (NDCs), Biennial Update Reports (BURs), National Adaptation Plans (NAPs), Technology Needs Assessments (TNAs), etc.;
- (d) Top-down approaches utilized in regional-level and global-level model estimates of needs;
- (e) Information on assessment of developing countries' needs:
 - (i) Break-down of geographical scope: Global, regional, national;
 - (ii) Break-down of thematic scope: finance needs for mitigation, adaptation, technology, capacity-building, loss and damage;
 - (iii) Sectorial information: energy, water, agriculture, etc.;
 - (iv) Other consideration of needs such as policy and other cross-cutting issues;
- (f) Information on processes for determining the needs of developing countries such as challenges, lessons learned and best practices – both within and outside the context of the Convention and the Paris Agreement.

V. Activities and timeline

14. To supplement the on-going literature review under each phase, a series of conference calls will be organized with institutions working on needs determination. In addition, at least two technical meetings with experts that have been involved in the preparation of information on the needs of developing countries in the context of national, regional and global reports will be held to address specific topics and qualitative and quantitative information on needs. The technical meetings will allow for active engagement with Parties and collaborators, and an in-depth exchange of views and information on specific topics. The technical meetings, together with outreach activities, will, therefore, also provide a space for enhanced coordination and collaboration with Parties, collaborators and information and data providers. Based on the agreements reached at SCF 20, the following activities will be undertaken:

- (a) A **call for evidence** will be issued to gather inputs from Parties and institutions that have undertaken work on needs assessments and determination, covering data availability and gaps, and information on methodologies and approaches;
- (b) **Mapping out and analyzing** available sources and types of information on the needs of developing countries intersessionally, based on the compilation of sources provided in the annex to the background note for SCF 20⁴ and the experts meeting held on 10–11 July 2019 at the Asian Development Bank Headquarters in Manila, Philippines that brought together a range of countries, organizations and other relevant stakeholders that have undertaken work related to assessing and determining the needs of developing countries;
- (c) The **1st technical meeting** will be held back-to-back with the 22nd meeting of the SCF in the beginning of 2020 (tbc). This meeting will conduct a state-of-play of ongoing

⁴ Available at: https://unfccc.int/sites/default/files/resource/BP5_SCF20_Needs.pdf.

work as well as examine issues related to data availability and developments on methodological issues and approaches;

(d) The **2nd technical meeting** will be held in conjunction with the second SCF meeting in 2020 (tbc) and potentially co-organized with a cooperation partner. This technical meeting will focus on a peer review of the pre-final draft of the report;

(e) **Webinars** will be held with relevant stakeholders to provide updates on progress and to gather views on the Needs Report with the aim of informing the preparation of the final draft. Two **webinars** will be held with SCF members only back-to-back with the submission of the final draft of the technical report and other outputs the SCF may wish to develop, such as brochures.

(f) **Outreach activities** with Parties and organizations that operate in developing countries as well as the constituted bodies under the Convention.

VI. Outreach

15. To ensure inclusiveness and transparency, the SCF will organize outreach activities and engagements such as side events and web-based activities with Parties, organizations that operate in developing countries and the broader stakeholder groups to inform them on the progress made in the implementation of the work on the Needs Report. Such activities will include:

(a) **Collaborators meetings** to bring together potential data contributors and partners that operate in developing countries. The meeting aims to provide a platform for potential data contributors and partners to engage with the co-facilitators, share information and updates on the areas of work they are undertaking that is relevant to the Needs Report. The first collaborators meeting was conducted during the SB 50.

(b) **Side events** during the Conferences of the Parties and the meetings of the Subsidiary Bodies and the as part of the side events of the SCF. The objective of the side events is to provide an update on the progress made and exchange notes with similar initiatives outside of the Convention.

(c) **Meetings with Parties** at the sidelines of the Conferences of the Parties and the meetings of the Subsidiary Bodies. Such meetings will be conducted by the co-facilitators.

(d) **Meeting with the constituted bodies** under the Convention as part of a meeting the SCF wishes to conduct with the constituted bodies. The purpose is to update the (co-) chairs and members of the constituted bodies on the work on the Needs Report and identify synergies. These meetings are conducted and chaired by the Co-Chairs of the SCF.

(e) **Webinars** to communicate the results of the Needs Report to broader stakeholder groups.

(f) Regular updates on the UNFCCC website on the Needs Report linked to the front page of the SCF.⁵

16. The Needs Report will have several milestones that represent specific deliverables, each involving multiple steps over several months with possible overlaps. Table 1 shows the milestones in 2019–2020.

17. A more detailed timeline including a description of each deliverable is included in Annex I.

⁵ Available at: <https://unfccc.int/topics/climate-finance/workstreams/determination-of-the-needs-of-developing-country-parties-related-to-implementing-the-convention-and>.

Table 1: Indicative timeline for the preparation of the determination of needs report in 2019–2020

Deliverables	2019							2020											
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1. Preparatory work																			
Development of a workplan, incl. outreach activities																			
Development & finalization of the outline																			
2. Technical work																			
Experts meeting in Manila																			
Scoping of technical work																			
Literature review & collection & analysis of information and data																			
Technical meetings																			
3. Drafting																			
Drafting of individual chapters of technical report																			
Submission of drafts																			
Drafting of key findings & recommendations																			
4. Review																			
Peer review																			
5. Outreach																			
Developing and maintaining determination of needs website																			
Information update & meetings with Parties, collaborators & constituted bodies																			
Publication & roll-out of the determination of needs report																			

*Assuming that technical meetings will be held in conjunction with SCF meetings and that drafts will be shared with the Committee three weeks prior to the meeting. The milestones will be adjusted upon confirmation of SCF meetings in 2020.

VII. Internal and external collaborations

18. With regard to *internal collaboration*, the SCF could reach out to Parties and constituted bodies under the Convention, including the Adaptation Committee, the Least Developed Countries Group of Experts, the Technology Executive Committee (TEC), Executive Committee (ExCom) of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the Paris Committee on Capacity-Building. Such collaboration may include participation at the meetings of the SCF, the technical meetings, and webinars, and soliciting their input during the mapping and data collection processes.

19. In addition to internal source of information (NDCs, BURs, NAPs, TNAs, etc.) and inputs from thematic bodies and expert groups under the Convention, the preparation of the first Needs Report could involve *external collaborations* particularly for information and data gathering from external sources. As different sources have adopted different scopes and definitions of needs and used various approaches, continued interaction with these sources would be an important feature of the work for the preparation of Needs Report.

20. To facilitate interaction with external stakeholders, it is proposed to set up an informal group drawing expertise from external contributors such as UN agencies, MDBs, international organizations, think-tanks and research institutions that operate in developing countries. The informal group would be invited to peer-review the various chapters of the Needs Report.

VIII. Expected outputs /deliverables

21. The key outputs may include:

- (a) The first report on the determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement. This report could include a technical paper to be prepared with the support of external consultants, and a **summary and recommendations** developed by the SCF with the support of the UNFCCC secretariat;
- (b) The **underlying data and information spreadsheets** from the technical report;
- (c) A **brochure** summarizing the key outcomes of the Needs Report;
- (d) A user-friendly and interactive dedicated **website** on the workstream related to the Needs Report.

22. Additional deliverables will include:

- (a) A work **plan** and a timeline;
- (b) **Technical briefing notes** on specific topics and **background notes** for SCF meetings;
- (c) **Background papers** for technical meetings, including meeting agendas;
- (d) **Presentations** and **updates** on the progress for side events and media events;
- (e) A dedicated **website** of the process of needs determination with regular updates on related events.

Annex I - Detailed Timeline for the preparation of the determination of needs report in 2019 and 2020

KEY EVENTS																	SCF 21								COP 25 in Chile 01-13 December							
	2019				June				July				August				September				October				November				December			
KEY STAGES	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. PREPARATORY WORK																																
Development of a workplan, incl. outreach activities																																
Development & finalization of the outline																																
2. TECHNICAL WORK																																
Experts meeting in Manila (10-11 July)																																
Scoping of the technical work																																
Literature review & collection & analysis of information and data																																
Technical meetings																																
3. DRAFTING																																
Drafting of individual chapters of technical report																																
Submission of drafts to Co-facilitators																																
Drafting of key findings & recommendations																																
4. REVIEW																																
Peer review																																
5. EXTERNAL PROCESSES																																
Layout Process																																
Editing Process																																
6. COMMUNICATION AND OUTREACH																																
Developing & maintaining determination of needs website																																
Information update & meetings with Parties & collaborators																																

