Clarifying the Process for Preparing Technical Guides and Knowledge Products

Knowledge products and technical guides can be developed through three different approaches:

Type a):   ExCom product, with UNFCCC ownership and that will have a consistent look and feel

Type b):   ExCom-endorsed product, with ownership by the experts/organizations that led the production. No UNFCCC branding

Type c):   Products whose preparation was facilitated by the PoAs. No endorsement is needed by ExCom

This document clarifies the process for both knowledge products and technical guides that follow approach Type a) and Type b) above.

Step 1 – outline

Outlines to be communicated to ExCom for endorsement should consist of section headers with short annotations. They should not be final products, allowing for revisions in response to ExCom comments and direction. ExCom members are encouraged to provide substantive comments on outlines.

Outlines should include the outline' presentation page' to provide basic information about the intent and process for developing the technical guide and knowledge product.

The outline stage will also allow ExCom members to seek synergies between various knowledge products and technical guides prepared in parallel by different expert groups, thus avoiding duplication of work and using the combined forces of several expert groups where appropriate.

Outline Presentation Page (cover page for presenting an outline for ExCom's endorsement)

- Title of the technical guide or knowledge product:
- Workstream/expert group:
- Plan of Action Activity (please include the full text of the activity):
- Lead experts/organization. Contact information (optional):
- Target audience:
- Timeline for producing a final document for the endorsement by the ExCom:
- Is stakeholder consultation planned for preparing this product? If yes, in which format?
- How does the product take into account perspectives of gender, youth, indigenous peoples, local communities, and persons with disabilities?
- Any other relevant information, e.g.:
  - Are there plans to connect this product to a capacity-building activity?

    o Are there plans to launch or advertise the product? Do you have recommendations for how ExCom could help launch and advertise the product?

    o …

- Specific guidance that might be needed from the ExCom to advance the work:

Step 2 – final product

Final products will be endorsed by ExCom. For Type (a) products, after ExCom's clearance of the final content, the Secretariat will publish it with a consistent 'look and feel'.

Outlines and final products will be endorsed through a silent procedure, allowing ExCom members two weeks to review and provide comments.

Step 3 – dissemination, promotion and use

ExCom products and products endorsed by ExCom will be published on the ExCom website and can be included in ExCom outreach events.

The final products can be presented at ExCom meetings where possible/appropriate, and further guidance can be given on suitable avenues to promote them towards the target audiences, for example, through webinars.

The usability of technical guides and knowledge products should be monitored and evaluated. Possible approaches could include surveys, case studies showing government actions, the number of downloads, and citations.

Technical guides

The development of technical guides was mandated in 2/CMA.2, para 26, which also provided guidance on key sections to be included in them:

(The CMA) "Also requests the Executive Committee and its thematic expert groups to develop technical guides within their work on their respective thematic areas, avoiding duplication of work across workstreams, which include sections on the following:

a) Risk assessments, including long-term risk assessments, of climate change impacts;
b) Approaches to averting, minimizing and addressing loss and damage associated with the risk assessments referred to in paragraph 26(a) above;
c) Resources available for supporting such approaches;
d) Monitoring systems for assessing the effectiveness of these approaches."

The process for initiating the development of the technical guides considered at ExCom 12 and as reported to the CMA in the 2020 report of the ExCom, is as follows:

1. The expert groups to discuss topics and preliminary outlines for the technical guides, bearing in mind the mandate contained in decision 2/CMA.2, and communicate their proposals to the WIM ExCom;
2. The ExCom to decide which topics and outlines to endorse, taking into account their potential to promote collaboration and coherence of work across expert groups, and the work will be included in the plans of action of the expert groups as soon as possible;

In addition to the process (as described above), the general principles, identified at ExCom 12 and listed below are to be taken into account in developing the technical guides:

a) Approaches to averting, minimizing and addressing loss and damage associated with long-term climate risks need to be applicable not only in local contexts but, in some cases, also at the regional level, while countries' varying capacity to use the technical guides must also be taken into account. The guides should provide practical advice to countries to assist them in implementing various approaches;
b) A broad range of expertise and information should be considered in developing the technical guides, such as information already communicated by countries in national communications, adaptation communications, NAPs and other relevant documents;
c) A great deal of technical guidance on climate risk management already exists. The new technical guides should cover all thematic areas of loss and damage by complementing existing resources and filling any gaps.
d) The technical guides should be user-friendly and presented in forms applicable to target audiences. Such audiences are expected to span multiple governance levels, and include government and policy-makers, as well as practitioners on the ground.

(available on the UNFCCC website: Development of Technical Guides | UNFCCC)

Excom18 discussed further guidance to expert groups, including:

Further details around content, target audience, and structure should be proposed by experts, and ExCom representatives to the respective expert groups are available for consultation as needed.

Expert groups are encouraged to consult with relevant stakeholders in the planning and drafting of the technical guides. The ExCom representatives in respective expert groups and the Secretariat can advise on tools available to consult stakeholders, which can range from online surveys/questionnaires to virtual sessions/hearings organised in the context of the expert groups meeting, or other.