

First meeting of the Advisory Board of the Santiago network

March 18-20, 2024

Geneva, Switzerland

Version 08 March 2024

I. Provisional Agenda

1. Opening of the meeting
2. Election of the presiding officers of the Advisory Board
3. Adoption of the agenda
4. Organizational matters
5. Operationalisation of the Santiago network secretariat
6. Vision and expectations of the work of the Advisory Board
7. Location of the head office of the Santiago network secretariat
8. Guidelines on preventing potential and addressing actual and perceived conflicts of interest
9. Rules of procedure for the Advisory Board
10. Modalities for technical assistance and designation of organizations, bodies, networks and experts as members of the Santiago network
11. Date and venue of the next meeting
12. Any other matter
13. Closure of the meeting

II. Annotations to the agenda

1. Opening of the meeting

1. The first meeting of the Advisory Board of the Santiago network (AB) will open on Monday 18 March at 09.00. UNDRR and UNOPS will facilitate the meeting until the presiding officers have been elected.
2. Welcome remarks will be provided by a representative of the COP 28 Presidency, followed by Ms. Paola Albrito, Acting Special Representative of the Secretary-General for Disaster Risk Reduction, United Nations Office for Disaster Risk Reduction (UNDRR), and Mr. Jorge Moreira da Silva, Executive Director, United Nations Office for Project Services (UNOPS), in representation of the host of the Santiago network secretariat.
3. Following the opening remarks, the AB members and the representatives referred to in paragraph 9 of the TORs of the Santiago network will be invited to introduce themselves.

2. Election of the presiding officers of the Advisory Board

4. Background: Decision 6/CMA.5, endorsed in decision 2/CP.28, requested the AB to develop its draft rules of procedure (ROPs) for consideration and adoption by the governing body or bodies at the session(s) to be held in November 2024. Until the governing body or bodies adopt the ROPs of the AB, the draft rules of procedure of the COP apply mutatis mutandis to the proceedings of the AB together with the provisions adopted by the COP and CMA with regard to the AB. In accordance with rule 27.5 and 27.6 of the draft rules of procedure of the COP, the AB shall elect its chair, vice-chair and rapporteur from among its members, with due regard to equitable geographical representation. The chair, vice-chair and rapporteur shall be elected to serve for a one-year term and shall not serve for more than two consecutive terms.
5. Action: AB members will be invited to elect the presiding officers of the Advisory Board.

3. Adoption of the agenda

6. The provisional agenda for the first AB meeting will be presented by the chair for adoption by members.
7. *Action:* AB members will be invited to adopt the agenda.

SNAB/2024/1/03	Provisional agenda and annotations
----------------	------------------------------------

4. Organizational matters

8. The chair will provide information regarding the meeting, including access to meeting documents and other relevant information pertaining to the meeting to include statistics on attendance of members and observers, among others.
9. The AB will be invited to agree on the organization of work for the meeting.

SNAB/2024/1/04	Schedule of work
----------------	------------------

5. Operationalisation of the Santiago network secretariat

10. *Background:* Decision 12/CMA.4, para. 15, endorsed by decision 11/CP.27, requested the UNFCCC secretariat to continue providing support for developing countries that are particularly vulnerable to the adverse effects of climate change that may seek or wish to benefit from the technical assistance available from organizations, bodies, networks and experts (OBNEs) under the Santiago network, until the Santiago network secretariat is operational. Decision 6/CMA.5, paragraph 22, endorsed by decision 2/CP.28 reiterated this request.

11. Decision 6/CMA.5, para. 16, endorsed by decision 2/CP.28, encouraged the host of the Santiago network secretariat to make the necessary arrangements to promptly launch work under the Santiago network upon conclusion of the November–December 2023 session(s) of the governing body or bodies.
12. The decisions, in para. 17, requested the Santiago network secretariat to facilitate the 1st meeting of the Advisory Board of the Santiago network. The decisions, in para. 18, further requested the secretariat to start managing, as soon as possible, the day-to-day operations of the secretariat in line with its roles and responsibilities.
13. *Action:* (i) The chair will invite the UNFCCC secretariat to provide an update on the support provided to developing countries that are particularly vulnerable to the adverse effects of climate change that may seek or wish to benefit from the technical assistance available from organizations, bodies, networks and experts (OBNEs) under the Santiago network, while the Santiago network secretariat became operational, and (ii) The chair will invite the host of the Santiago network, UNDRR and UNOPS, to provide an update on the progress in operationalising the Santiago network secretariat, including arrangements to promptly launch work and managing the day-to-day operations of the secretariat. (iii) The AB will be invited to review and approve the work programme and budget of the Santiago network secretariat.

SNAB/2024/1/05	Work programme and budget 2024-2025
----------------	-------------------------------------

6. Vision and expectations of the work of the Advisory Board

14. AB members will be invited to share their vision and expectation regarding the role of the AB in support of the achievement of the functions of the Santiago network.
15. AB members will also be invited to discuss the Santiago network in the broader structure of Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM), including the relationship with its Executive Committee, and the funding arrangements, including the Fund, for responding to loss and damage.

7. Location of the head office of the Santiago network secretariat

16. *Background:* Decision 6/CMA.5, para. 15, endorsed in decision 2/CP.28, requested the host of the Santiago network to undertake an analysis of cost-effectiveness, including a cost-benefit analysis, of various locations around the world as options for the location of the head office of the Santiago network secretariat from a pool of potential locations that can provide the privileges and immunities referred to in para. 14 of the same decision, and to provide to the AB the results of the analysis with its recommendation on which location would be most cost-effective and suitable in light of the roles and responsibilities of the organizational structure of the Santiago network secretariat according to the terms of reference of the Santiago network.
17. *Action:* AB members will be invited to consider and decide on the location of the head office of the Santiago network secretariat.

SNAB/2024/1/07	Santiago Network Secretariat: Head Office Location Assessment (January 2024)
----------------	--

8. Guidelines on preventing potential and addressing actual and perceived conflicts of interest

18. *Background:* The CMA, by decision 6/CMA.5, endorsed by decision 2/CP.28, requested the UNFCCC secretariat to develop draft guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network, including any conflicts of interest that may arise when organizations, bodies, networks and experts (OBNEs) are engaged in providing technical support to the Santiago network secretariat while responding to technical assistance requests, or when the host of the Santiago network secretariat is

responding as an OBNE to technical assistance requests, for review and approval by the AB at its 1st meeting.

19. *Action:* the AB will be invited to review and approve the guidelines on preventing potential and addressing actual and perceived conflicts of interest.

SNAB/2024/1/08	Draft guidelines on preventing potential and addressing actual and perceived conflicts of interest
----------------	--

9. Rules of procedure for the Advisory Board

20. *Background:* Decision 12/CMA4, para. 14, endorsed in 11/CP.27, and decision 6/CMA.5, para. 25, endorsed in decision 2/CP.28, requested the AB to develop its draft rules of procedure with a view to recommending them, through the subsidiary bodies at their sixty-first sessions (November 2024), for consideration and adoption by the governing body or bodies at the session(s) to be held in November 2024.
21. *Action:* i) The AB will be invited to identify and discuss matters not yet covered by the provisions contained in decision 12/CMA.4, endorsed in 11/CP.27, and decision 6/CMA.5, endorsed in decision 2/CP.28, in order to guide and assist the Board in the conduct of its work.
ii) The AB will be invited to decide on the timelines and modalities of work for the draft rules of procedure to be developed.

10. Modalities for technical assistance and designation of organizations, bodies, networks and experts as members of the Santiago network

22. *Background:* Decision 12/CMA4, para. 17, endorsed in 11/CP.27, decided that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the Advisory Board, and taking into account decision 19/CMA.3, para. 9, endorsed in decision 17/CP.26, and decision 1/CMA.3, para. 67, including: (a) Developing guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network; (b) Developing guidelines and procedures for responding to requests for technical assistance, including considering the development of procedures for those that require an urgent response; (c) Developing guidelines for managing funding provided for technical assistance, including to ensure that technical assistance funded directly by the Santiago network is made available to communities particularly vulnerable to the adverse effects of climate change, including through levels of minimum percentage of technical assistance funded directly by the Santiago network directed to communities particularly vulnerable to the adverse effects of climate change;
23. Decision 6/CMA.5, Annex, para. 20, endorsed by 2/CP.28, provided that the Santiago network secretariat shall elaborate modalities and procedures for the network under the guidance of and by the approval of the Advisory Board.
24. *Action:* The AB will be invited to provide guidance on designation of organizations, bodies, networks and experts as members of the Santiago network, guidelines and procedures for responding to requests for technical assistance, and managing funding provided for technical assistance, for the secretariat to further elaborate relevant modalities and procedures for the approval of the AB at a subsequent meeting.

SNAB/2024/1/10	Draft elements of process for responding to requests for technical assistance and designation of organizations, bodies, networks and experts.
----------------	---

11. Date and venue of the next meeting

25. *Background:* Decision 12/CMA.4, endorsed in decision 11/CP.27, para. 12, requests the AB to meet at least twice a year, where possible in connection with meetings of the Executive Committee, while retaining its flexibility to adjust the number of meetings to suit its needs.

26. *Action:* the AB will be invited to consider and agree on the dates and venue of its next meeting.

12. Any other matter

27. Any other matters arising during the meeting will be taken up under this item.

13. Closure of the meeting