



Concept Note: Revision to the coordination modalities of the Informal Coordination Group for capacity-building under the Convention and the Paris Agreement

A. Background and rationale

The Informal Coordination Group (ICG) was established under the Paris Committee on Capacity-building (PCCB) to provide a conducive space for representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement, to coordinate climate change related capacity-building plans and activities, with the aim of improving coherence, information sharing and identification of synergies and opportunities. Currently, the ICG convenes twice per year in a hybrid format on the margins of the PCCB meeting and the Capacity-building hub. Following each meeting, the discussions are compiled into a summary report and shared online.

Busy schedules and competing commitments during COPs and SBs limit meeting participation and time for strategic engagement, thematic deep-dives, or collaborative problem-solving. What were originally foreseen as three-to-five-hour round-table discussions, have now shifted to 1.5-hour reporting sessions, leaving little time for forward-looking, action orientated discussion and reflection. Additionally, the current lack of structured intersessional engagement stifles momentum and affects continuity.

Feedback received from ICG members during the development of the PCCB 2025-2029 workplan indicated a clear interest in coordinated planning, implementation, and reflection, as well as in strengthened communication activities.

B. Adjusted approach

Whilst the group values its informal spirit, some enhanced coordination is needed to ensure it functions effectively. To this end, a more flexible, interactive, and strategically focused format is being proposed, which revisits and builds on the ICG activities, structure, communication, reporting modalities, and working modalities presented in FCCC/SBI/2020/13. This adjusted approach will enable continuous engagement, foster stronger synergies, and support joint planning and action tracking, all of which advance the PCCB's three priority areas.

Table I

Revised overview of the informal cooperation group for capacity-building under the Convention and the Paris Agreement

Activities

- Two in-person (hybrid format) coordination sessions per year, with additional intersessional virtual meetings as required (see working modalities below for details).
- Cross-body learning exchanges – Two virtual exchanges will be hosted per year, facilitating collective learning across the ICG membership. These exchanges will focus on gaining a deeper understanding of each ICG member's mandates, thematic focus, and existing capacity-building

practices; sharing of lessons learnt; as well as learning sessions on integrating cross-cutting themes, such as mainstreaming of gender, youth, indigenous knowledge, and local communities' perspectives, amongst others.

- Participate in and, where appropriate, contribute to meetings and events of the PCCB, including the Capacity-building Hub, Durban Forum, and PCCB meeting, as well as those of other ICG members.
- Provide input to planned capacity-building database (replacing the previous forward-looking overview) which will provide comprehensive up-to-date information on all capacity-building initiatives being delivered by the secretariat and ICG members. Readily available information on the activities of all ICG members will reduce the need for comprehensive reporting during coordination meetings.
- Contribute to the ongoing collection of capacity gaps and needs, as well as best practices, and help validate analysis findings. These will be included in the gaps and needs database and inform the PCCB's state of capacity-building report.
- Co-develop concrete joint activities and products, including on the PCCB focus area, upon approval of the PCCB.
- Provide input, as requested and as appropriate, for studies, documents, publications, websites, social media, videos and any other identified tools for dissemination of information on capacity-building.

Structure	<p>The informal coordination group will continue to be managed by the PCCB, with the support of the secretariat. The group will remain open to PCCB and capacity-building focal points of the constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement, as well as nominated representatives of those bodies without designated focal points. The group may extend participation to additional relevant stakeholders as deemed appropriate.</p> <p>The PCCB, with the support of the secretariat, will continue to be responsible for planning and implementing group meetings, liaising with group members, approving group activities, and monitoring the work of the group.</p>
Internal communication	<p>Intersessional communication will continue to primarily occur via email and, only if or when needed, through bilateral or small group calls/virtual meetings. Online polls or surveys may be utilized to gather input between meetings. Planning documents will be accessible with an editing function to enhance planning and follow-up.</p>
External communication	<p>ICG members are encouraged to utilize the Capacity-building portal to promote their projects, courses, tools, and other resources.</p>
Reporting modalities	<p>Annual reporting on group meetings and other work will be undertaken by the PCCB with the support of the secretariat. No reporting will be required by group members.</p>
Working modalities	<p>The group will meet <u>twice</u> per year in-person (hybrid format) for coordination meetings at SB sessions and COP. Additional intersessional meetings (virtual) may be organized as required, for example if the group undertakes joint activities or projects that require additional coordination. The number and frequency of meetings may be adjusted based on the group's needs and available capacity. Meeting agendas will remain flexible and will be adjusted according to the specific needs and stages of the activity cycle. Some main components however may include:</p> <ul style="list-style-type: none"> • Agreeing and planning of activities • Reporting on status of current ICG activities • Reflection and lessons learnt • Important PCCB and other member updates • Further agenda items proposed by individual members.