

## Annex II

### **Concept note on establishing an informal coordination group for capacity-building under the Convention and the Paris Agreement**

[English only]

#### **I. Background**

1. On 23 June 2020, during the 4<sup>th</sup> meeting of the PCCB, a round table on coherence and coordination of capacity-building was held at which the PCCB and invited representatives of other constituted bodies under the Convention, the operating entities of the Financial Mechanism and the ACE process jointly discussed the initial concept note on establishing an informal coordination mechanism on capacity-building under the Convention and the Paris Agreement<sup>1</sup> that had been prepared as an input to the discussion.

2. The invited representatives and several meeting observers discussed the potential value an informal arrangement for capacity-building could add to improving coordination and facilitating synergies. Some round-table participants noted that a mechanism may be too formal an arrangement and that making better use of existing modalities may be a suitable means of improving coordination and facilitating synergies. Several participants suggested integrating into the chosen modality, to the extent possible, existing arrangements for coordination across constituted bodies, such as the focal points system used by a number of these bodies.

3. At the end of the round table, the PCCB agreed to take forward the discussion on an informal coordination arrangement by revising the concept note intersessionally under the leadership of working group 1 with a view to capturing the comments provided during the round-table discussion. Further, the PCCB agreed that working group 1 would present the revised concept note intersessionally for the consideration of all PCCB members with a view to including the final concept note in the 2020 annual technical progress report of the PCCB for consideration at COP 26. The final concept note is presented in this report.

4. An important component of the mandate of the PCCB is enhancing coherence and coordination of capacity-building activities under the Convention and the Paris Agreement, including through collaboration with bodies under and outside the Convention and the Paris Agreement that engage in activities related to capacity-building. Working with other constituted bodies under the Convention and the Paris Agreement and operating entities of the Financial Mechanism as well as contributing to relevant processes under the Convention and the Paris Agreement are therefore critical functions of the PCCB.

5. At COP 25, Parties recognized the importance of the PCCB in improving the coherence and coordination of capacity-building by identifying its work in this regard as a priority area for its second workplan (for 2021–2024). The first of the three priority areas of the PCCB is to enhance coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building, as appropriate and in accordance with their respective mandates.<sup>2</sup>

6. At CMA 2, Parties determined that the PCCB shall also serve the Paris Agreement<sup>3</sup> and decided that the priority areas for the PCCB are those already defined by the COP.<sup>4</sup> This means that the work of the PCCB on coherence and coordination of capacity-building is to

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<sup>1</sup> PCCB document PCCB/2020/5.

<sup>2</sup> Decision 9/CP.25, para. 9(a).

<sup>3</sup> Decision 3/CMA.2, para. 3.

<sup>4</sup> Decision 3/CMA.2, para. 4, referencing decision 9/CP.25.

be seen both in the context of relevant bodies, entities and processes under the Convention and of those under the Paris Agreement.

7. The CMA, in defining the initial institutional arrangements for capacity-building under the Paris Agreement, recognized that capacity-building efforts and activities are conducted by various constituted bodies under the Convention and the Paris Agreement, in line with their respective mandates, as well as by various bodies and actors outside the Convention and the Paris Agreement.<sup>5</sup> Further, the CMA invited the PCCB to work closely with other constituted bodies under the Convention and the Paris Agreement to address gaps and needs, both current and emerging, in implementing capacity-building in developing countries and to enhance the coherence and coordination of capacity-building in accordance with the relevant mandates and activities of those bodies.<sup>6</sup>

8. In 2019, the PCCB held a dialogue on coherence and coordination of capacity-building with representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement. On the basis of that dialogue, the PCCB produced a technical paper<sup>7</sup> that included an analysis of the gaps in practices that promote coherence and coordination across capacity-building work under the Convention. The analysis in the paper identified the need to (1) provide a conducive space for coordination outside the annual meetings of the PCCB and (2) enable representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement to define areas of common interest, which would help increase synergies and reduce the duplication of efforts.

9. Identifying areas of common interest will also contribute to raising awareness of the ongoing and planned activities of constituted bodies and operating entities and activities that are a part of relevant processes under the Convention and the Paris Agreement, which in turn will strengthen relationships and increase opportunities for collaborative initiatives. The PCCB, with the support of the secretariat, will identify areas of common interest by reviewing and updating the overview of capacity-building related elements and activities in the workplans of constituted bodies and operating entities and workplans that relate to relevant processes under the Convention and the Paris Agreement.

## II. Context

10. During the round table on coherence and coordination of capacity-building referred to in paragraph 1 above, participants reflected positively on the importance of engaging with one another to exchange views and information through the regular round tables held during the PCCB meetings. However, they emphasized the need for a conducive space for relevant bodies to coordinate capacity-building efforts under the Convention and the Paris Agreement and jointly plan collaborative activities, where appropriate, in order to materialize synergies and avoid the duplication of efforts.

11. The provision of a conducive space for coordination was seen as key to ensuring coherence across capacity-building initiatives and to facilitating effective and impactful collaboration among the constituted bodies, operating entities and relevant processes, including during the Capacity-building Hubs and the Durban Forum on capacity-building, which were highlighted as important forums for collaboration and demonstrating the outcomes of coordination and joint planning. Better utilizing existing opportunities for discussion will contribute to the ability of the PCCB to fulfil its mandate to enhance coherence and coordination of capacity-building.

12. This concept note lays the foundation for developing, under the lead of PCCB working group 1, an informal coordination group aimed at supporting efforts to enhance the coherence

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<sup>5</sup> Decision 3/CMA.2, para. 2.

<sup>6</sup> Decision 3/CMA.2, para. 5.

<sup>7</sup> The technical paper, titled “Coherence and coordination of capacity-building activities of constituted bodies and in other relevant processes under the Convention”, is available at <https://unfccc.int/node/180271>. Note that the paper was produced prior to the decision of the CMA for the PCCB to serve the Paris Agreement.

and coordination of capacity-building activities undertaken by constituted bodies and operating entities and as part of relevant processes under the Convention and the Paris Agreement.

13. Three critical needs that could be addressed by enhanced coordination through an appropriate modality such as the informal coordination group for capacity-building under the Convention and the Paris Agreement have been identified by constituted bodies and operating entities and through relevant processes under the Convention and the Paris Agreement, as follows:

(a) The need to establish a conducive space for discussion, coordination and the exchange of ideas and information;

(b) The need to define areas of common interest, which could help increase synergies and reduce the duplication of efforts;

(c) The need to understand synergies among capacity-building activities and to avoid the duplication of efforts through the PCCB preparing and reviewing, with the support of the secretariat, the forward-looking overview of capacity-building related activities in workplans, to be used as the basis for discussion among the members of the informal coordination group for capacity-building under the Convention and the Paris Agreement and on which the group could provide updates during its meetings, and which could subsequently be made available by the secretariat.

14. The activities of the informal coordination group should align with the priority areas of the PCCB, and specifically should support implementation of the first priority area, that is enhancing coherence and coordination of capacity-building under the Convention and the Paris Agreement with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention and the Paris Agreement. The progress of work of the informal coordination group should be reported in the annual technical progress report of the PCCB for consideration by the COP.

15. Additionally, the informal coordination group can contribute to activities under the second and third priority areas.<sup>8</sup> The second priority area of the PCCB – identifying gaps and needs, both current and emerging, and recommending ways to address them – relies on interacting with constituted bodies to allow the PCCB to gather information on what they are doing to address capacity gaps and needs in areas relevant to their mandates. This information will allow the PCCB to provide input to the work of these bodies, as appropriate, and will contribute to the body of knowledge on capacity-building, including best practices. Under the third priority area – promoting awareness-raising, knowledge- and information-sharing and stakeholder engagement with bodies and relevant actors under and outside the Convention, as appropriate and in accordance with their respective mandates – the PCCB will collect inputs from relevant sources, including the Durban Forum, on good practices, experience and lessons learned related to capacity-building, and disseminate this information, including via the capacity-building portal, with the aim of addressing gaps and needs related to implementing capacity-building activities. The members of the informal coordination group will be important partners in enhancing related work, for example through their participation at Capacity-building Hubs.

### **III. Purpose and scope of the informal coordination group**

16. The purpose of establishing an informal coordination group comprising representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement is to provide its members with a conducive space for planning and coordination and better opportunities for collaborating and sharing information on a range of climate change related capacity-building activities and initiatives.

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<sup>8</sup> Decision 9/CP.25, para. 9(b–c),

17. Membership of the informal coordination group is intended to primarily comprise representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement.<sup>9</sup>

18. Representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement raised the following overarching areas as being relevant to the informal coordination group:

(a) Enhancing coordination at various stages, such as the development of workplans and the implementation and follow-up of capacity-building activities;

(b) Providing outreach for capacity-building activities, and disseminating information on these activities, including through the capacity-building portal;

(c) Identifying relevant capacity-building efforts of constituted bodies and operating entities and those that are part of relevant processes under the Convention and the Paris Agreement.

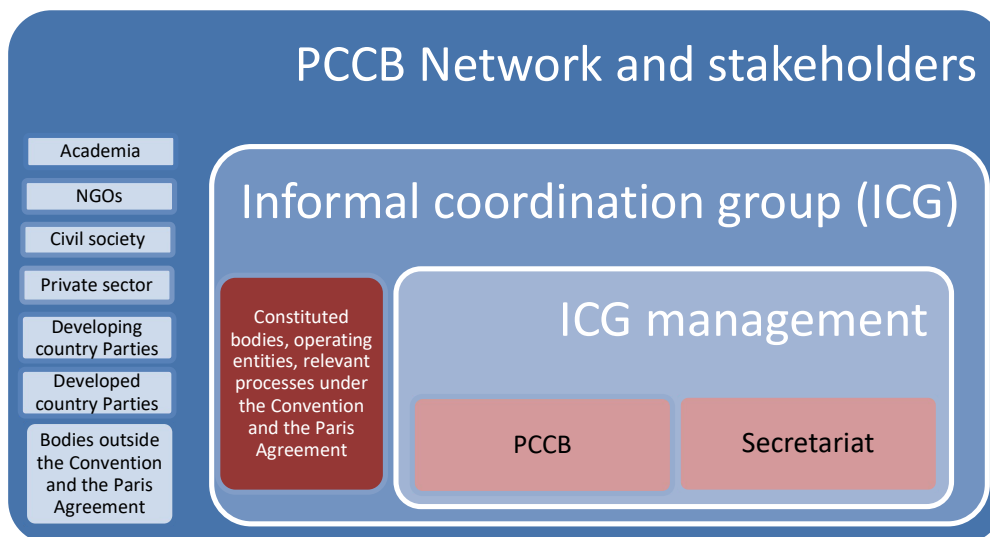
19. With its focus on constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement, the informal coordination group targets a specific segment of PCCB stakeholders. The PCCB Network was launched to increase engagement and communication with and outreach to other PCCB stakeholders, including bodies outside the Convention and the Paris Agreement.<sup>10</sup> The larger segment of PCCB stakeholders, which covers developed and developing country Parties, NGOs, the private sector, civil society and academia and includes those convened under the PCCB Network, would have an interest in the work of the group but limited interaction with it (see the figure below). Interaction between the two stakeholder segments will occur at the annual meeting of the PCCB during the coherence and coordination dialogue. The PCCB annual meeting provides an opportunity for working group 1 to report on the work of the informal coordination group, provide updates on any upcoming activities of the group, and share information with and receive inputs from observers.

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<sup>9</sup> On the basis of its previous engagement with constituted bodies under the Convention and the Paris Agreement, operating entities of the Financial Mechanism and representatives of relevant processes under the Convention and the Paris Agreement on the topic of coherence and coordination of capacity-building, the preliminary list of stakeholders with which the PCCB intends to engage under the informal coordination group is as follows: Adaptation Committee, AFB secretariat, Consultative Group of Experts, CTCN, Facilitative Working Group of the LCIPP, GCF secretariat, Global Environment Facility secretariat, Katowice Committee of Experts on the Impacts of the Implementation of Response Measures, Least Developed Countries Expert Group, Standing Committee on Finance, Technology Executive Committee, WIM Executive Committee and representatives of the ACE process.

<sup>10</sup> <https://unfccc.int/pccb-network>.

**Informal coordination group and other PCCB stakeholders**



**IV. Overview of the informal coordination group**

20. The work of the informal coordination group will be guided by similar principles as those for PCCB stakeholder engagement, as contained in the strategic plan for stakeholder engagement, communications and resource mobilization.<sup>11</sup> These principles, set out in table II.1, are designed to create an open, transparent and consistent platform that builds respect and trust.

Table II.1

**Principles of engagement of the informal cooperation group for capacity-building under the Convention and the Paris Agreement**

<i>Principles</i>	<i>Description</i>
Issue-based, purposeful engagement	Engagement begins with a clear understanding of the purpose of the work of the informal coordination group by setting expectations.
Inclusiveness	Engagement with the group is open to nominated PCCB and capacity-building focal points of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement and the secretariat staff supporting them. Those bodies, entities or processes that do not have a PCCB or capacity-building focal point are invited to nominate a member for participation in the group. All information required to allow members to participate in a meaningful way is provided. In addition to the focal points and other nominated members, any interested members of constituted bodies and operating entities or those responsible for relevant processes under the Convention and the Paris Agreement are welcome to observe discussions
Timeliness	The group enables open and timely communication among members

<sup>11</sup> Available at <https://unfccc.int/sites/default/files/resource/20190715-Strategic%20plan%20FINAL%20Version.pdf>.

<i>Principles</i>	<i>Description</i>
Transparency	There are clear pathways for communication. Information is accessible to members and disseminated in ways that make it easy to access

21. The informal coordination group will be managed by PCCB working group 1 with support from the secretariat and will meet twice annually – once on the margins of the annual PCCB meeting or the Durban Forum and once on the margins of the Capacity-building Hub. PCCB working group 1 will organize the agenda, time and venue for the meetings, as needed, as well as chair the meetings and provide a note-taker.<sup>12</sup>

22. The success of the informal coordination group will depend on the ability of its members to interact directly with one another. Email communication among group members will be used to coordinate the group’s work and to enable:

- (a) Exchange of information and contact details;
- (b) Sharing of work and collaboration;
- (c) Participation in teams that are based on common areas of interest;
- (d) Organization of virtual meetings, if needed.

23. Table II.2 summarizes key information on the activities, structure, communication, reporting modalities and working modalities of the informal coordination group.

Table II.2

**Overview of the informal cooperation group for capacity-building under the Convention and the Paris Agreement**

Activities	<ul style="list-style-type: none"> <li>• Conduct two coordination sessions per year (see working modalities below for details)</li> <li>• Prepare, in coordination with the secretariat, an overview of capacity-building related elements and activities across agreed workplans of the constituted bodies, including a forward-looking calendar of relevant events</li> <li>• Identify common areas of interest and potential opportunities for synergy</li> <li>• Participate in meetings/events of constituted bodies on issues related to capacity-building, as invited and as appropriate</li> <li>• Report on progress of the group to working group 1 and seek input during the coherence and coordination dialogue at the annual PCCB meeting</li> <li>• 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</li> <li>• Participate in panels and boards and take on other roles within specific projects or initiatives related to capacity-building, as invited and as appropriate</li> <li>• Any other initiative approved by PCCB members</li> </ul>
Structure	<p>PCCB working group I will manage the informal coordination group, with the support of the secretariat</p> <p>The group will be open to PCCB and capacity-building focal points, or for constituted bodies, operating entities and relevant processes</p>

<sup>12</sup> Information on all PCCB working groups is available at <https://unfccc.int/pccb/pccb-working-groups>.

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	<p>under the Convention and the Paris Agreement without a focal point, other nominated representatives</p> <p>PCCB working group 1, with the support of the secretariat, will be responsible for planning and implementing group meetings, liaising with group members, approving group activities, monitoring the work of the group and reporting on the progress of the group to the PCCB</p>
Internal communication	<p>Outside meetings, communication will occur primarily via email, and, only if or when needed, through bilateral or small group calls/virtual meetings. If group members express the need for additional communication channels, further modalities could be explored with the support of the secretariat</p>
External communication	<p>The group will have a dedicated page or space on the UNFCCC capacity-building portal, where the event calendar and further information on the group and its activities or products can be publicized. The portal is currently being redeveloped and the page or space will be made available in 2021 when the new portal is operational</p>
Reporting modalities	<p>Annual reporting on group meetings and other work will be undertaken by PCCB working group 1 with the support of the secretariat. No reporting will be required by group members</p>
Working modalities	<p>Interaction (communication and work products, including collaborative activities) outside the in-person meetings will be primarily digital</p> <p>The group will meet two times per year:</p> <ul style="list-style-type: none"> <li>• Once at an in-person round-table discussion (three to five hours in length) on the margins of the PCCB meeting or the Durban Forum to report on work completed over the previous year, facilitate joint planning, reflect on the progress of the group, discuss any upcoming activities (that will be reported in the annual technical progress report of the PCCB), and share information with and receive inputs from observers</li> <li>• Once at an in-person round-table discussion (three to five hours in length) at the Capacity-building Hub to discuss common areas of interested identified during the previous round-table discussion and to identify synergies and concrete collaboration opportunities. Any concrete collaboration opportunities would be presented to PCCB members and further discussed, if necessary, before their implementation</li> </ul>

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## V. Proposed time frame and next steps for establishing the informal coordination group

24. Work on establishing the informal coordination group will commence upon finalization and approval by the PCCB of this concept note and the commencement of implementation of the workplan of the PCCB for 2021–2024.

25. It is anticipated that the informal coordination group would launch its work in 2021 and run until the end of 2024 (when the second workplan of the PCCB concludes and the second review of the PCCB will be conducted). The work of the group would be evaluated by the PCCB in 2023 and the results reported to the COP and the CMA. On the basis of these results, and as part of the second review of the PCCB, Parties would decide whether or not to continue the group. If extended, the group would be expected to incorporate any recommendations for improvements from the evaluation in 2024 and from the COP and/or the CMA in its future work.