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**MANDATED EVENT:**

***In-person workshops on support available to developing country Parties***  
for preparing their biennial transparency reports and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects

**4 June 2024**

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# Programme

**30 min**

## **WELCOME REMARKS**

Aysin Turpanci, SBI Rapporteur

Shahin Shahyarov, COP 29 incoming Presidency

Donald Cooper, Director, Transparency, UNFCCC Secretariat

**20 min**

## **SESSION 1:**

Scene setting and recap of regional online workshops

**120 min**

## **SESSION 2:**

Facilitated discussions on support available and application  
Support available to developing country Parties:

- *Icebreaker interventions/presentations (40 min)*
- *Breakout group discussion (30 min)*
- *Report back by the groups and moderated discussion (50 min)*

**10 min**

## **KEY TAKEAWAYS AND CLOSING**





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# Regional online workshops on support available to developing country Parties

for preparing their biennial transparency reports and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects

## Welcome Remarks



Aysin  
Turpanci,  
SBI  
Rapporteur



Shahin  
Shahyarov,  
COP 29  
incoming  
Presidency



Donald  
Cooper,  
Director,  
UNFCCC

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Session 1

# Dubai outcome on provision of financial and technical support for ETF & Key takeaways from the regional online workshops

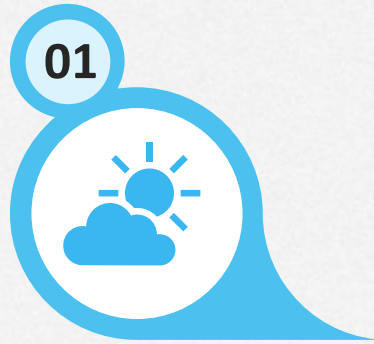
*Tugba Icmeli, UNFCCC secretariat*

*4 June 2024*

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# Dubai outcome



## Awareness

Raise awareness of opportunities for support for reporting under the Paris Agreement



## Delivery

Ensure that technical support and training is made available to developing country Parties for reporting under the Paris Agreement



## Collaboration

Facilitate regional cooperation for promoting exchange of experience, lessons learned and best practices and networking among Parties

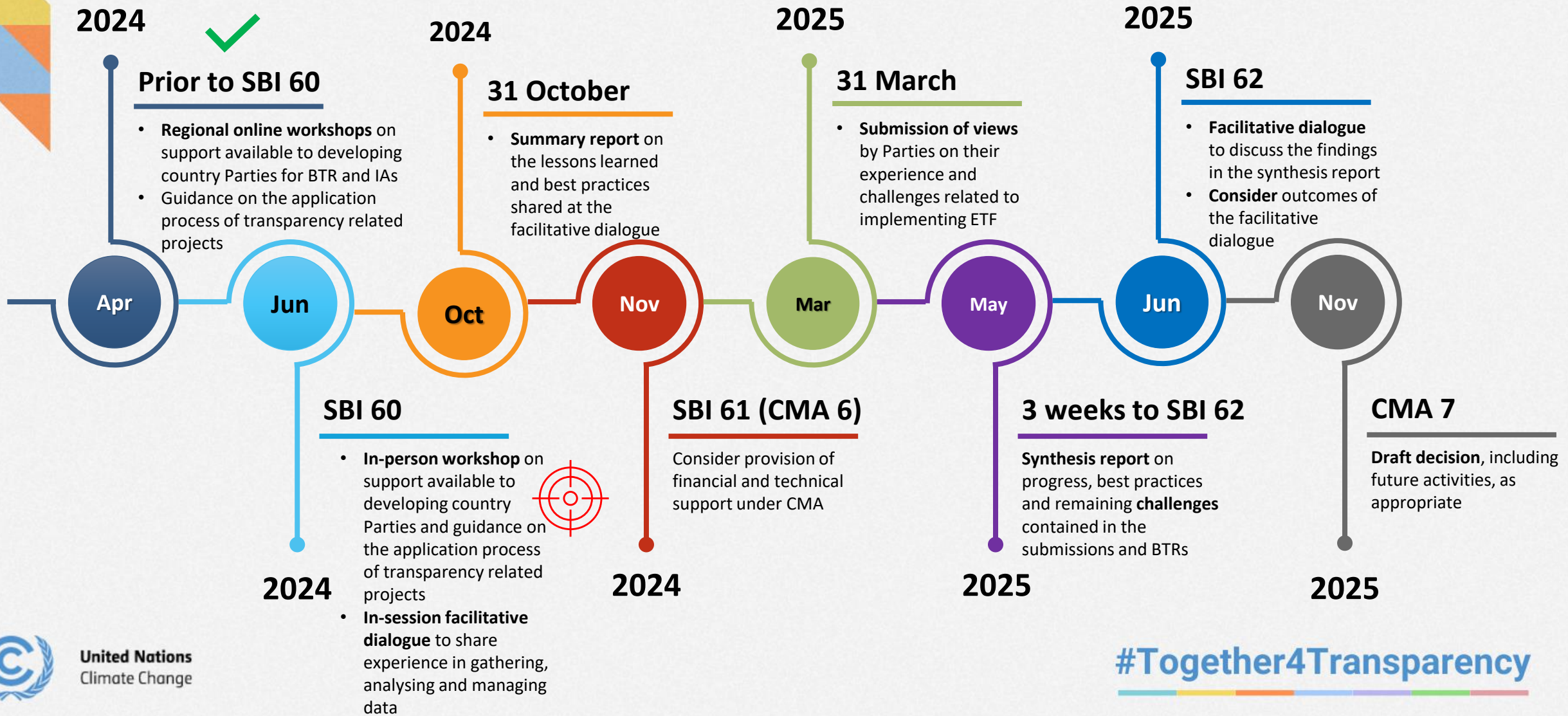


## Coordination

Promote better coordination of information on channels of support for implementation of the enhanced transparency framework



# Dubai outcome



# Coordination and collaboration in delivering support for ETF



**Bilateral agencies**



**GEF and its implementing agencies**



**Parties**



**Constituted Bodies**



**Multilateral agencies, programmes, initiatives, etc.**



**UN agencies**

Raising awareness on transparency and benefits of ETF implementation

Generating a global momentum for Parties to prepare and submit BTRs in a timely manner

Operationalizing and leveraging support for developing country Parties

Offering technical support and training

Promoting exchange of experience, lessons learned, best practices and success stories



# Regional online workshops: brief summary

- ✓ 4 regional online workshops between 15 and 18/19 April 2024
  - 378 national experts representing 111 Parties
  - 15 support providers: secretariat, CBIT-GSP, CGE, COMESA, EU, FAO, GEF, GHGMI, ICAT, Japan, NDCP, PATPA, UNDP, UNEP and US

## Key takeaways

- ✓ Support opportunities are available, a compilation is available here: [Link](#)
- ✓ Support provided is responding to the needs of developing country Parties
- ✓ Nevertheless, additional support is needed by developing country Parties to successfully prepare their BTRs and effectively implement the ETF
- ✓ There is always room for improvement, e.g., simplified application process, enhanced communication, capacity building, wider stakeholder engagement, strategic planning...







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# Thank you.

*[www.unfccc.int](http://www.unfccc.int)*

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## Session 2

**Discussion on support available to developing country Parties for preparing their BTRs and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects**

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## Session 2

# Icebreaker interventions

**GEF and its implementing agencies:  
An overview of the application processes  
and good practices**

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Session 2

# Global Environment Facility

*Esteban Bermúdez Forn*

*4 June 2024*

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# Support provided by the GEF to the ETF

The GEF is strongly committed to supporting the Paris Agreement's implementation and its ETF



## Report

BTR and NC preparation

- 147 BTRs in 104 countries, totaling \$99.8M
- \$145M available during GEF-8 (2022-2026)
- Modalities: stand-alone, combined BTR/NC, top-up



## Capacity

Capacity-building Initiative for Transparency (CBIT)

- 96 projects in 88 countries, totaling \$159.6M
- \$75M available during GEF-8
- Countries can request subsequent support



## Global Support

CBIT Global Support Program  
Thematic CBIT global projects

- CBIT-GSP
- CBIT-Forest 2 started implementation in 2024
- CBIT-AFOLU+ is under review

# Support modalities for BTRs

[Information note GEF/C.62/Inf.15](#) provides detailed information about the support modalities:

| Stand-alone BTR   | Combined BTR/NC   | Additional financing (top-up)  |
|---|---|--|
| Up to \$600,000 from set-aside funding  | Up to \$633,000 from set-aside funding  | Up to \$250,000 from set-aside funding   |
| <ul style="list-style-type: none"> <li>• Available since January 2021</li> <li>• Country must not have ongoing BUR support</li> <li>• Ongoing NC is acceptable</li> </ul> | <ul style="list-style-type: none"> <li>• Available since January 2021</li> <li>• Country must not have ongoing NC or BUR support</li> </ul> | <ul style="list-style-type: none"> <li>• Available for countries that, as of January 1, 2023, have an ongoing BUR or NC</li> <li>• This option is only intended for the first BTR</li> </ul> |

Countries can access two BTRs and one NC (as applicable) as part of the same enabling activity project.

# Key considerations



**Timely support.** Modalities of support to prepare BTRs have been available to developing countries since February 2021.



**Increased resources.** \$220 million for ETF in GEF-8 (up from \$165 million in GEF-7).



**Growing demand.** Growing demand for BTRs, as well as CBIT2 projects



**Updated cost structure.** The indicative cost structure of BTRs updated from July 1, 2022 ([Information note GEF/C.62/Inf.15](#))



**Bundled Reports.** Countries can access two BTRs and one NC (as applicable) as part of the same EA project



**Close coordination.** The GEF Sec, its agencies and partners have been in close coordination to ensure no country is left behind



**Synergies.** Interlinkages and alignment between BTR, CBIT projects, and NDC 3.0





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*More information at:*

<https://www.thegef.org/what-we-do/topics/transparency>

[https://www.thegef.org/newsroom/multimedia/  
what-capacity-building-initiative-transparency](https://www.thegef.org/newsroom/multimedia/what-capacity-building-initiative-transparency)

<https://climate-transparency-platform.org/>

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Session 2

# Food and Agriculture Organization (FAO)

*Martial Bernoux, Senior Natural Resources Officer*

*4 June 2024*

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# FAO's support in transparency-related activities

Enabling activities, Capacity Building Initiative for Transparency and ad-hoc support

For GEF funds:

1. Contact with the GEF Operational Focal Point to check if any process is in place.
2. Contact the [FAO country and/or regional office](#), copying [ETF@fao.org](mailto:ETF@fao.org).
3. Submit the [OFP Endorsement Letter](#)
4. For CBIT, define project size and steps
5. FAO will support in defining the content of project and review the framework
6. A draft proposal is sent for review and endorsement by the country counterpart
7. Once cleared, it is submitted to the GEF

For technical support:

1. Request at [ETF@fao.org](mailto:ETF@fao.org) the form for the Expression of Interest (Eoi) in receiving technical support.
2. Define the technical activities and the timeframe, which would help to overcome BTR challenges and gaps
3. Identify national resources to support the capacity building activities
4. Inform internally relevant stakeholders
5. Submit the Eoi for review and feedback of the FAO Transparency Team
6. If selected, the plan for the intervention would be defined



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# FAO's support in transparency-related activities

## Enabling activities, Capacity Building Initiative for Transparency and ad-hoc support

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7. Once cleared, it is submitted to the GEF

Ad-hoc technical support is meant as a **training** accompanied by a **mentoring** exercise to apply the acquired knowledge in the country context.

- [fao.org](#) the form for Interest (Eol) in support.
- activities and the would help to overcome BTR challenges and gaps
3. Identify national resources to support the capacity building activities
  4. Inform internally relevant stakeholders
  5. Submit the Eol for review and feedback of the FAO Transparency Team
  6. If selected, the plan for the intervention would be defined



# Key considerations and lessons learned

## For the project preparation (CBIT & EA)

- **Strong political commitment** in addressing transparency ensure interest in making smoother the project review & approval
- In-country knowledge of the [CBIT programming directions](#) helps in clarify the objective of the projects
- The **involvement of national technical team** in the project formulation helps to reflect countries' gaps and needs
- Identify a **national entity with execution capacity** (hire consultants, organize travel & events, do procurement etc.) is one of the main requirements for GEF approval
- Early discussion on **budget** with the country counterpart is key to speed up the final approval process

## For requests of ad-hoc support

- The support requested should **build upon** previous capacity building activities to make a further step towards the ETF
- Countries should focus on training **national experts with assigned roles** in the preparation of the BTR and/or NDC
- **“Learning by doing”**: train technical experts on a specific task that they have to perform, lead to a successful application of the acquired knowledge and ensure retention
- **Universities and research institutes** hold knowledge and information and can help to overcome staff turnover and shortages, as “trainers of the trainees”





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# Thank you.

[www.fao.org/in-action/climate-change-transparency](http://www.fao.org/in-action/climate-change-transparency)

Contact us: [ETF@fao.org](mailto:ETF@fao.org)

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## Session 2

# United Nations Development Programme

*Richemond Assie, Project Manager and Transparency Advisor*

*4 June 2024*

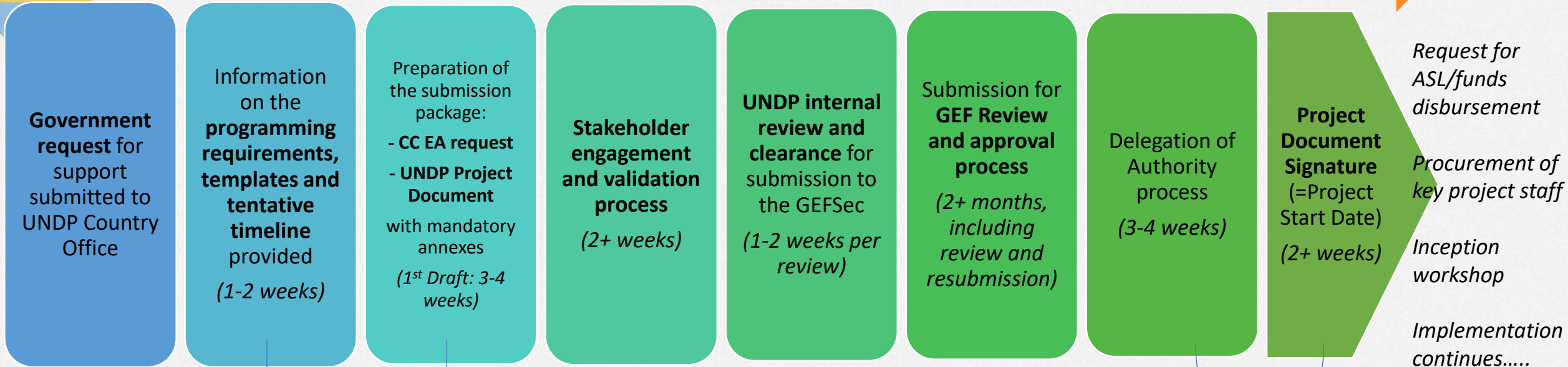
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# UNDP application process for GEF funded Transparency related projects



6+ months required for project development phase – Expedited 1-step CC Enabling Activities\*



**Government request for support submitted to UNDP Country Office**

**Information on the programming requirements, templates and tentative timeline provided (1-2 weeks)**

**Preparation of the submission package:**  
 - CC EA request  
 - UNDP Project Document with mandatory annexes  
 (1<sup>st</sup> Draft: 3-4 weeks)

**Stakeholder engagement and validation process (2+ weeks)**

**UNDP internal review and clearance for submission to the GEFSec (1-2 weeks per review)**

**Submission for GEF Review and approval process (2+ months, including review and resubmission)**

**Delegation of Authority process (3-4 weeks)**

**Project Document Signature (=Project Start Date) (2+ weeks)**

*Request for ASL/funds disbursement*

*Procurement of key project staff*

*Inception workshop*

*Implementation continues.....*

*Implementing Partner (IP)/Executing Agency (EA) capacity assessment => Selection of the appropriate IP and implementation modality*

- *Standardized annotated templates available*
- *Mandatory content includes:*
  - *Project Results Framework, including gender indicators*
  - *Total Budget and Workplan, Procurement Plan*
  - *Monitoring and Evaluation budget and plan*
  - *Governance and Management Arrangements*
  - *Stakeholder engagement plan*
  - *Gender Analysis and Action Plan*
  - *Social and Environmental Safeguards*
  - *Risk management*

- Preparatory work for Project start-up*
- *ToRs for key project staff and consultancies*
  - *Annual workplan and budget set-up*
  - *Inception workshop agenda*

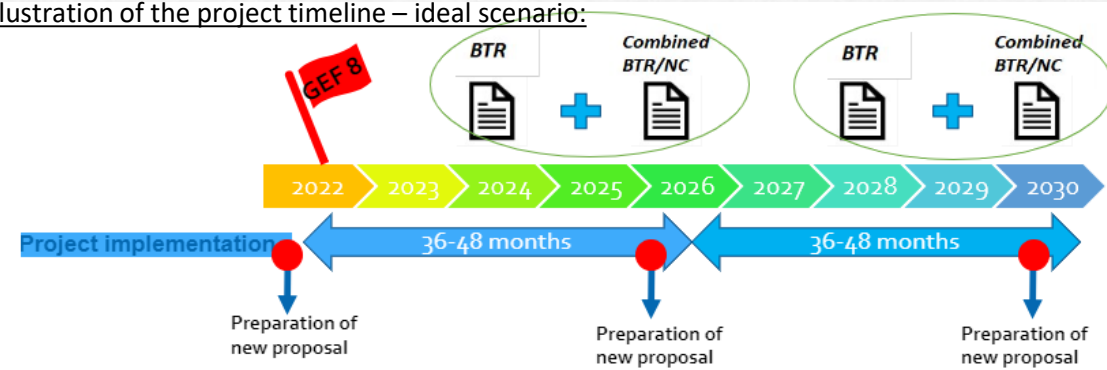


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\* Project cycle for full-sized CC EAs and CBIT projects may include additional requirements/steps. Please always reach out to the UNDP CO for specific guidance and details.

# Good practices

Illustration of the project timeline – ideal scenario:



## Government request submitted in time

- *At least 6 months prior operational closure of the ongoing CC EAs project to avoid gaps between 2 projects*

## Understanding of GEF and UNDP programming policies/requirements

- *Roles and responsibilities of GEF Implementing Agency and IP/EA, Project cycle, selection of IA/EA and implementation modality, documentation.*
- *Use of standardized annotated templates*

## Understanding of applicable project cycle and approval timeline

- *Expedited 1-step or 2-step approval process with key milestones and deadlines*
- *A sequence of steps to follow; activities that can be undertaken in parallel to speed up the process*

## Effective stakeholder engagement and validation process prior submission to the GEFSec

- *Any major changes after the CEO endorsement require revision of the documents and re-submission to the GEFSec*

## Regular 2-way communication

## Government ownership and commitment

## Dedicated resources – HR and/or financial



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# Thank you.

<https://climatepromise.undp.org/what-we-do/areas-of-work/transparency>

*Richemond Assie, Enhancing Climate Transparency Project Manager and Transparency Advisor*  
[richemond.assie@undp.org](mailto:richemond.assie@undp.org)

*Eva Huttova, Global Technical Specialist – GEF funded Transparency related projects*  
[eva.huttova@undp.org](mailto:eva.huttova@undp.org)

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## Session 2

# UNEP - UN Environment Programme

Overview of the Application Process and Good Practices  
Under the UNFCCC & PA.

*Ms. Miriam Hinostroza*

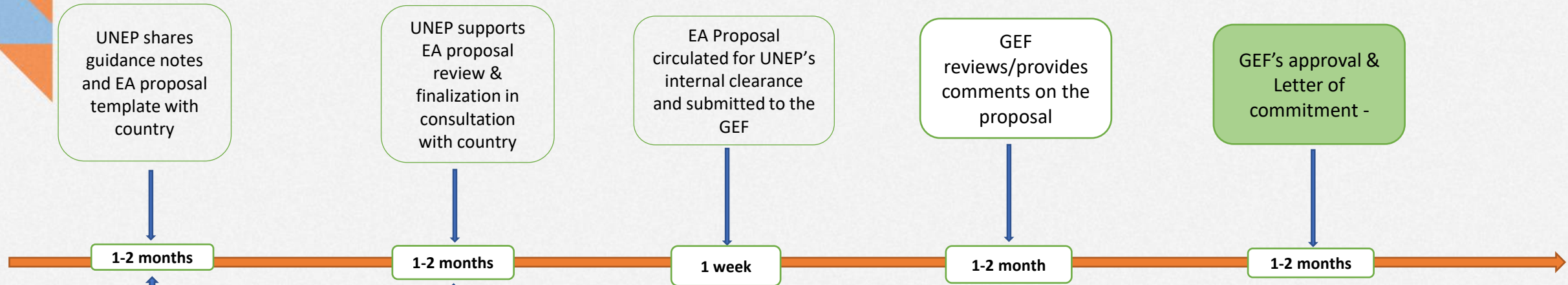
*4 June 2024*

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# Overview of UNEP's Application Process for GEF funding- Illustration of timelines – for Single Country/Medium Size Project (MSP) Proposal - Expedited

Action from Country: - Start drafting proposal and submit Letter of endorsement



UNEP drafts MSP proposal & requests Letters of Endorsements from a group of countries.

UNEP finalizes the MSP proposal including additional information from countries

In Parallel UNEP guides countries to prepare an amended implementation plan/workplan and budget that reflects the additional activities to cover the scope of the BTR.

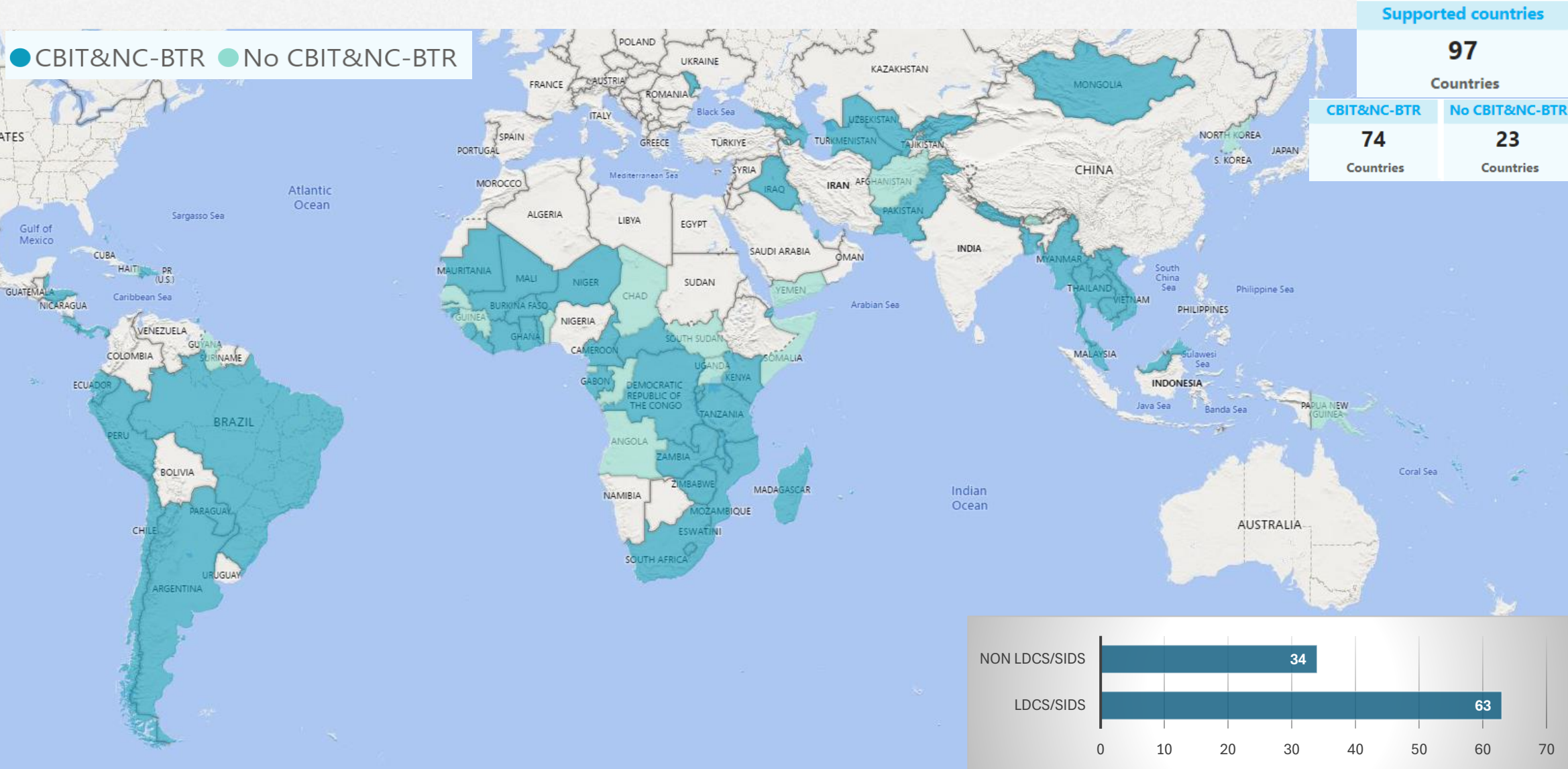
GEF commitment letter received after 1 month of approval: -  
 It takes about 2/3 months to have UNEP-Country project agreement signed; cash transferred to support project implementation.  
 Country responsible for setting up project bank account & teams/ implementation structure

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Action from Countries : - Letter of endorsement

# Overview of Support Initiatives: - UNEP's Support to National Governments on Transparency



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### GEF Funding Request and Approval Process

- ❑ Diverse country needs/circumstances. UNEP adopts diff. approaches. E.g. on BTRs funding modalities; - Bundled/Top-ups, BTRs, NC/BTR combined etc
- ❑ No Project Preparation Grants for Enabling Activities. Countries encouraged to set-aside some funds to support the dev. of subsequent project proposals
- ❑ Eliminating potential funding gaps btwn reports. (Submission of reports to the UNFCCC&GEF funding approval). UNEP appreciates the flexibility granted by the GEF in a previous submission
- ❑ Enabling Activities - Administratively heavy portfolio for IAs –(smaller projects, IA Fee). Ongoing discussions with GEF.

### UNEP's Processes: - From Project Concept & Planning

- ❑ Simplified processes/templates ( internal proposal reviews/project plans
- ❑ Increase in No. of UNEP personnel to support different Regions/language preference
- ❑ Govt/personnel changes. Continuous training and support to establish climate coordination Units/CBIT

### National Govt. Project implementation to submission to UNFCCC

- ❑ Strengthen complementary of Reporting & CBIT and other ETF Initiatives
- ❑ Active participation in Regional networks/peer exchange - through GSP/CBIT/UNFCCC
- ❑ Actively seek and participate in relevant trainings organized by various partners, using project funds
- ❑ **Political involvement, goodwill, endorsement and update of outputs**





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# Thank you.

**Webpage:** Climate Transparency page on the UNEP website

(<https://www.unep.org/topics/climate-action/climate-transparency>)

**Web page** Capacity-building Initiative for Transparency – Global Support Programme (CBIT-GSP) and executed by UNEP-CCC. : <https://climate-transparency-platform.org/>

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## Session 2

**Breakout group discussion**  
*(to be followed by report backs  
and moderated discussion)*

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## Session 2 discussions

### **Breakout group discussion (30 min)**

Groups will be arranged at the event. Each group will identify a moderator to facilitate the discussion and a rapporteur to take notes and report back to the plenary.

### **Report backs: 10 min per each topic/group (30 min)**

Rapporteurs from break-out groups will share a summary of the group discussions and reflections.

### **Plenary discussion (20 min)**

Participants will be invited to share additional reflections in response to the reports from the break-out groups.







# Breakout group discussion

## Group 1 – Support available to developing countries

Guiding questions: How is the support made available to date addressing the needs and priorities of developing countries? What are the remaining gaps and specific anticipated future needs, and what enhancements may be needed to address them?

## Group 2 – Project development and application process

Guiding question: What are the key success factors in developing and submitting project proposals to avoid funding gaps between reporting cycles?

## Group 3 – Capacity-building and institutional arrangements

Guiding question: What are the lessons learned and best practices in using transparency-related projects for impactful capacity-building for national teams and enhancing institutional arrangements and national systems for transparency?





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# Key takeaways and closing

*UNFCCC secretariat*

*4 June 2024*

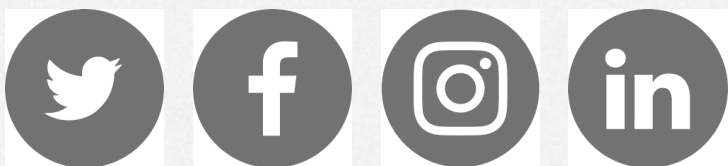
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We keep you updated via...



Support to developing  
countries webpage  
[Link](#) and scancode



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