



Paris Committee on Capacity-building

Third meeting
Bonn, Germany, 20–22 June 2019

Report

Attendance

Abdelrhani Boucham
Marzena Chodor (Co-Chair)
Crispin d’Auvergne
Jeniffer Hanna
Mahawan Karuniasa
Mfumu Richard Lungu
Kakhaberi Mdivani
Rita Mishaan (Co-Chair)
Renilde Ndayishimiye
Roberta Ianna
Vedis Vik

Partial attendance: Yongxiang Zhang (Remote attendance during agenda item 5 discussions.)

1. Opening of the meeting

1. The 3rd meeting of the Paris Committee on Capacity-building (PCCB) was opened at 9 a.m. on Thursday, 20 June 2019 by the Co-Chairs of the PCCB, Marzena Chodor and Rita Mishaan. An opening statement was delivered by Daniele Violetti, Director, Finance, Technology and Capacity-building Programme, UNFCCC secretariat.

2. Organizational matters

(a) *Adoption of the agenda*

2. The PCCB adopted the provisional agenda contained in document PCCB/2019/1 as proposed.

(b) *Organization of the work of the meeting*

3. The PCCB took note of the proposed tentative schedule as well as the order of work for the meeting.

4. The Co-Chairs announced that, to continue to ensure the overall transparency of and broad participation in the proceedings of the PCCB, the secretariat had made an effort to ensure that the meeting could be broadcast via Skype. As there was no objection from members, the meeting was broadcast in this manner. The recordings of the meeting are available on the PCCB website.¹

5. Subsequently, the Co-Chairs welcomed the observers attending the meeting, which included Party representatives, representatives of intergovernmental organizations, as well as of constituencies of admitted non-governmental organizations.

6. The Co-Chairs further noted that, as per previous practice, constituted bodies under the Convention and the operating entities of the Financial Mechanism had been invited to participate in the meeting, including in a dedicated dialogue on enhancing coherence and collaboration with regard to capacity-building under the Convention.²

¹ <<http://unfccc.int/node/10006>>.

² The list of participants of the meeting is available on the PCCB website: <<http://unfccc.int/node/10006>>.

3. Election of the Co-Chairs

7. Under this agenda item, the PCCB was invited to elect its Co-Chairs, in accordance with its rules of procedure, to serve for a period of one year, effective from the third meeting. The PCCB elected Ms. Chodor and Ms. Mishaan to continue serving as Co-Chairs until the fourth meeting of the PCCB in 2020. The Co-Chairs provided short statements and thanked PCCB members for putting trust in their leadership.

4. Awareness-raising, outreach, and knowledge- and information-sharing

Proceedings

8. The agenda item was introduced and discussed in a plenary setting on 20 June 2019. Discussions under this agenda item were structured into three segments:

(a) Report on activities undertaken since PCCB 2 as well as on upcoming activities in the areas of awareness-raising, outreach, and knowledge- and information-sharing;

(b) Consideration of the strategic plan for stakeholder engagement, communications and resource mobilization contained in document PCCB/2019/2;

(c) Consideration of the concept note for the second Capacity-building Hub at the twenty-fifth session of the Conference of the Parties (COP) contained in document PCCB/2019/3.

9. During the first segment on this agenda item, Co-Chair Ms. Chodor reported that work conducted since PCCB 2 includes posting additional relevant content on the resource pages linked to the capacity-building portal,³ launching a digital capacity-building network on Facebook⁴ and organizing the first Capacity-building Hub, a series of capacity-building focused events held at COP 24.⁵ Furthermore, at PCCB 2, the Committee had agreed to develop communications, stakeholder engagement and resource mobilization strategies to deliver its mandates more effectively.⁶ Those strategies have been developed intersessionally.

10. The second segment featured a discussion on the strategic plan for stakeholder engagement, communications and resource mobilization mentioned in paragraph 9 above. The PCCB welcomed the strategic plan and discussed next steps towards its implementation. The strategic plan was also welcomed by the observers attending the meeting, with several expressions of interest in joining the proposed PCCB Network and many observers agreeing that the implementation of the strategic plan will enhance the visibility of the work of the PCCB, and of the issue of capacity-building itself.

11. Discussions on this agenda item concluded during the third segment, which featured the consideration of the concept note for the second Capacity-building Hub at COP 25. Members reflected on lessons learned from the first Hub at COP 24 and discussed the proposals outlined in the concept note, including the time frame, session modalities, themes for the thematic days, as well as next steps in organizing the Hub. Interventions made by observers included questions on who can participate in the Hub and on the amount of resources needed for organizing the Hub, as well as proposals to prioritize efforts, engage youth organizations in the Hub, and apply the World Café method at Hub events to enable effective discussions. The PCCB responded positively to the proposals and, reacting to the questions, explained that the organization of the first Hub did not require substantial financial resources but did require a substantial amount of human resources (i.e. staff time of the secretariat team and time of PCCB members). In this context, it was noted that the PCCB, rather than running all events by itself, will mainly coordinate the substantive and logistical planning and organization of events and manage the space in order to enable exchanges of best practices, discussions and presentations, with substantive contributions from PCCB members. With regard to participation in the Hub, it was noted that the PCCB will open, as soon as possible and no later than by the end of August, a call for expressions of interest for individuals/organizations, to organize focus days or specific sessions during the Capacity-building Hub. The PCCB, the UNFCCC secretariat and the focus day partners (to be selected depending on their expression of interest) will review all submissions according to certain criteria, as noted in document PCCB/2019/3.

³ <<https://unfccc.int/capacitybuilding/activities.html>>.

⁴ <<https://www.facebook.com/pccb.unfccc>>.

⁵ See <<https://unfccc.int/node/182226>>.

⁶ See <<https://unfccc.int/sites/default/files/resource/PCCB2%20meeting%20report%2020%20June.pdf>>.

Outcomes and next steps

12. The PCCB endorsed the strategic plan for stakeholder engagement, communications and resource mobilization. With regard to next steps for the implementation of the strategic plan, the PCCB agreed the following:

(a) A concept note for the PCCB Network will be developed intersessionally, with support from the secretariat, which will include the scope, goals and specific result-based criteria to join, participate and actively engage in the PCCB Network;

(b) A call for expressions of interest to be part of the PCCB Network will be opened prior to its launch, with expressions of interest from Parties and non-Party stakeholders to be submitted online, and the call for expressions of interest will be published on the PCCB website and shared through social media. The PCCB Network will be open for Parties and non-Party stakeholders, including constituted bodies under the Convention, private sector, universities and academia. The concept note will be shared with PCCB members intersessionally for approval on a no-objection basis. Subsequently, the final concept note will be shared with partners and stakeholders involved in PCCB activities, as well as through the PCCB website and social media;

(c) The PCCB will develop, with support from the secretariat, a digital media and communications and outreach plan to increase the visibility and brand recognition of the PCCB, as well as specific communications plans for the initiatives and activities developed by the PCCB and the PCCB Network. The digital media and communications and outreach plan will include indicators for assessing the effectiveness of the strategy, aiming to optimize the results and improve the strategy in the future. This information will be used by the PCCB to assess which would be the best type of communication (e.g. expanding to different social media platforms such as Twitter, Instagram and LinkedIn) and the optimum frequency to communicate;

(d) The PCCB will continue the development of communication tools and products to showcase PCCB activities and to share knowledge, experience and lessons learned;

(e) The PCCB Network will be officially launched at the Capacity-building Day organized during the Capacity-building Hub at COP 25;

(f) The PCCB Network will be promoted through activities at a regional level, such as the Knowledge to Action Days to be organized during the Latin America and the Caribbean Climate Week, which will take place from 19 to 23 August in Salvador da Bahía, Brazil, and the Asian Pacific Climate Week to be held in Bangkok, Thailand, from 2 to 6 September 2019;

(g) The PCCB will also develop processes for feedback, incorporating results and reporting on stakeholder engagement which will ensure that timely assessments can be made. The information will be disseminated through the PCCB website. In addition, the PCCB will develop a post-event survey for participants at major events such as regional climate weeks and COPs.;

(h) The PCCB working groups will be opened to external experts and stakeholders upon invitation (see also para. 52 below);

(i) The PCCB will continue to facilitate access to useful information, guidance, reports, blogs, opinion pieces and public presentations relating to capacity-building, through the capacity-building portal and social media channels;

(j) The PCCB will further develop the results-based management framework for the planning, management, communication, reporting and evaluation of the activities of the PCCB.

13. The PCCB further endorsed the concept note for the second Capacity-building Hub at COP 25 and agreed on:

(a) The active participation of the PCCB members as speakers, facilitators and moderators at the second Capacity-building Hub. As during the first edition of the hub at COP 24 in Katowice, PCCB members attending COP 25 will take turns to act as hosts and focal points for the individual focus days at the Hub. The exact sharing of responsibilities will be agreed upon intersessionally in the lead-up to COP 25;

(b) A tentative time frame of 4 to 11 December;

(c) The five thematic days proposed in the concept note, namely Capacity-building Day (led by the International Centre for Climate Change and Development), Knowledge to Action Day, Transparency Day, Local Governments and Cities Day, and Means of Implementation Day. It was suggested by a PCCB member that the Capacity-building Day could include a session on loss and

damage, to respond to the PCCB mandate to collaborate with the Executive Committee of the Warsaw International Mechanism for Loss and Damage. Another member suggested to engage with the Chilean COP Presidency and devote a day/half a day to Chilean/Latin American capacity-building activities.

(d) The session modalities, which will include full-focus days dedicated to one specific overarching topic, focused blocks, standalone sessions with a flexible format as well as inclusion of ad hoc sessions on site, subject to the availability of time slots. The format of the sessions, activities and presentations will be flexible, to be agreed in consultation with the organizers. As stated in the concept note for the Capacity-building Hub, the PCCB will pay special attention to encouraging partners and organizers of the Hub to prepare summaries and report on highlights of events, and to continue with the exercise of developing videos and interviews which will support the efficient showcasing of results.

14. The following next steps were agreed by the PCCB regarding the organization of the second Capacity-building Hub:

(a) The PCCB will open a call for expression of interest for Parties and non-Party stakeholders to suggest topics and sessions. The PCCB agreed to mainstream cross-cutting issues such as indigenous peoples' knowledge, gender, human rights and youth throughout each of the thematic days instead of creating a specific day to discuss each of the issues. Nevertheless, Parties and non-Party stakeholders will be able to send their expressions of interest to organize a session during the Capacity-building Hub on any of these issues, The PCCB will evaluate requests received and may add extra days if needed;

(b) At the suggestion of one member, the PCCB will consider organizing a market place during the Hub, in order to foster capacity-building networking among existing and potential PCCB Network partners;

(c) Owing to concerns regarding possible clashes with other events or negotiations, which may prevent the active participation of PCCB members, Party representatives, observers and other relevant stakeholders at the Hub, the PCCB requested the secretariat to keep track of other relevant events already in the planning stage in order to avoid clashes where possible.

5. Coherence and coordination of capacity-building under and outside the Convention

Proceedings

15. The agenda item was introduced and discussed in a plenary setting on 21 June. Discussions were structured into three segments:

(a) Report on activities undertaken since PCCB 2 as well as on upcoming activities to promote greater coherence and coordination of capacity-building under and outside the Convention;

(b) Consideration of the concept note for a technical paper containing an analysis of coherence and coordination gaps and needs in capacity-building activities of the constituted bodies and in other relevant processes under the Convention, contained in document PCCB/2019/4;

(c) Engagement in an interactive dialogue with the invited representatives of the constituted bodies, operating entities and observer institutions present at the meeting on enhancing the coherence and coordination of capacity-building activities under and outside the Convention.

16. During the first segment, Co-Chair Ms. Mishaan presented the activities undertaken since PCCB 2 as well as upcoming activities in the area of coherence and coordination of capacity-building. Activities presented included the first Capacity-building Hub at COP 24, where the PCCB collaborated with more than 30 partners including constituted bodies, United Nations agencies, intergovernmental institutions, civil society organizations, Parties and private sector organizations. To enhance coherence and coordination, the PCCB also collaborated with key capacity-building stakeholders in the preparation of a technical paper on capacity gaps and needs related to the implementation of nationally determined contributions (NDCs). Another activity highlighted was the technical workshop on gender capacity-building for the constituted bodies, which the PCCB organized jointly with the secretariat at COP 24, as a concrete activity to implement the mandate on gender and on enhancing coherence and coordination in capacity-building activities under the Convention. The workshop followed on from a webinar for members of other constituted bodies, organized by the PCCB and the secretariat on 23 October 2018, which aimed to provide an overview of how to integrate gender considerations into capacity-building. The capacity-building portal was mentioned as another key tool for the PCCB to share information and knowledge on capacity-building and promote coherence and coordination. One

example is a dedicated page showcasing recent capacity-building work of the constituted bodies under the Convention, to increase the visibility of the work that bodies are doing and also to facilitate the identification of synergies and to avoid duplication of work in the medium term.

17. The presentation highlighted multiple activities with other constituted bodies that are either ongoing or in the planning stage, including collaboration with the Adaptation Committee (AC) on an event on the inclusion of gender considerations into adaptation planning and implementation, collaboration with the Standing Committee on Finance (SCF) on the 2019 SCF Forum on climate finance for sustainable cities, and a partnership with the secretariat of the Adaptation Fund Board (AFB) and the Climate Technology Centre and Network (CTCN) to develop a joint bulletin on enhancing readiness and capacity-building for adaptation finance. Other upcoming activities promoting coherence and coordination on specific capacity-building topics include the second Capacity-building Hub at COP 25 and planned activities focused on bridging research and policy at the regional climate weeks. A final key activity is a technical paper on coherence and coordination of capacity-building under the Convention, which was the focus of discussions in the next segment under agenda item 5. At the end of the segment, several observers made interventions to share their views on the importance of coherence and coordination, or to express their interest in taking part in the next Capacity-building Hub at COP 25.

18. During the second segment under agenda item 5, the PCCB considered the concept note for a technical paper on the analysis of coherence and coordination gaps and needs in capacity-building activities of the constituted bodies and in other relevant processes under the Convention, prepared by a consultant, and contained in document PCCB/2017/4. The concept note was endorsed by PCCB members who agreed that the table listing the Sustainable Development Goals, NDCs and capacity-building related principles included in the concept note is not exhaustive and should be considered a starting point for understanding areas of common interest for which the PCCB can provide input from a climate-related perspective. The concept note was also welcomed by the observers in the room. One observer pointed to important findings of a new report on “Skills for a greener future” published by the International Labour Organization on skills gaps and capacity-building needs in the area of inter-ministerial coordination and coherence between skills and environmental policies, and noted that lacking policy coherence was found to be a key challenge towards achieving climate justice. Other observers noted that capacity-building is not an activity in and of itself. As a means of implementation, it should fit within a larger plan at the national level in order for it to be sustainable and holistic. While this would also reduce duplication of efforts, it would require greater coordination at the national level.

19. The third segment featured a dialogue on enhancing coherence and coordination of capacity-building under and outside the Convention. Facilitated by the consultant who had prepared the concept note, the discussions were structured into two parts: (1) a dialogue with invited representatives of constituted bodies and operating entities of the Financial Mechanism; and (2) a dialogue with representatives of observer organizations.

20. During the first part of the dialogue, interventions were made by representatives of the AC, AFB secretariat, CTCN, Consultative Group of Experts, Facilitative Working Group of the Local Communities and Indigenous Peoples Platform, Global Environmental Facility secretariat, Green Climate Fund secretariat, Least Developed Countries Expert Group, Technology Executive Committee, SCF and the Action for Climate Empowerment process under the Convention. Representatives were asked to focus their remarks on the following four areas:

- (a) Lessons learned and best practices from the experience of the constituted bodies on the theme of enhancing coherence and coordination with other Convention bodies and processes;
- (b) Concrete ideas and suggestions to the PCCB to enhance coherence and coordination on capacity-building activities under the Convention;
- (c) Any updates, views, suggestions or questions about already planned collaborative activities with PCCB;
- (d) Any views and comments on the concept note for the technical paper on coherence and coordination gaps and needs in capacity-building activities of the constituted bodies and in other relevant processes under the Convention.

21. The dialogue shed further light on the ongoing and planned activities between the constituted bodies and the PCCB, and representatives proposed further areas for cooperation, with a joint event

between Action for Climate Empowerment and the PCCB at COP 25 being one additional activity proposed. Several constituted body representatives expressed the need for more time and opportunities to have such an interactive dialogue focused on coherence and coordination of capacity-building activities. Many representatives also expressed the interest of their respective body or entity in collaborating with the PCCB in the framework of the second Capacity-building Hub at COP 25 which will feature, among other things, a Means of Implementation Day, offering a great opportunity for coordination and collaboration across those bodies and entities focusing on finance, technology and capacity-building.

22. There was consensus that, although coordination across the constituted bodies and operating entities is increasing, duplication of effort still occurs. One representative noted that enhanced coordination among the different bodies would be helpful during several stages (i.e. during the development of workplans, implementation of activities and the follow-up stage). Another representative highlighted that paying greater attention to defining areas that serve the common interests of the bodies would help to enhance the coherence of work. Furthermore, ensuring open communication and sharing of workplans was considered good practice to avoid duplication and increase synergy. It was also noted by a representative that there is an essential need to map all the capacity-building efforts, including the work undertaken by the non-State actors and the bilateral development cooperation agencies. In the representative's view the technical paper on the analysis of coherence and coordination gaps and needs will help this effort.

23. Several representatives of constituted bodies noted that their respective body would be interested in supporting this useful exercise, including by participating in surveys and interviews and by commenting on the draft paper. Given the current fragmentation of the capacity-building infrastructure and a "recipient fatigue" among national focal points, there was a suggestion for other bodies to replicate the experience of the CTCN in assembling focal points at its regional meetings to coordinate efforts related to capacity-building at the national level. This point is linked to a recurring issue in the dialogue, namely the importance of capacity retention at national level. One representative noted the interest of their body in engaging in further dialogue with the PCCB and other actors on how to retain capacity at the national level. Another recurring theme was the importance of the capacity-building portal for sharing relevant information and linking to the existing capacity-building work of various actors.

24. During the second part of the dialogue a number of observers commended the PCCB on the useful exchange among the constituted bodies at this PCCB meeting, noting that it represents a good example of the added value of the PCCB. Several observers reiterated that it is useful for the constituted bodies to share their workplans with each other in order to align activities in a coordinated and coherent manner. They also suggested that the PCCB consult with relevant constituted bodies early on to ensure their informed engagement in activities such as the second Capacity-building Hub. One further suggestion was for PCCB members to participate more frequently in other constituted bodies' meetings (e.g. remotely). One observer noted the importance of ensuring coherence when addressing cross-cutting issues such as building capacity for integrating human rights into climate action, and encouraged the PCCB but also other bodies to further strengthen work in this area.

Outcomes and next steps

25. The PCCB endorsed the concept note for the technical paper on coherence and coordination gaps and needs in capacity-building activities of the constituted bodies and in other relevant processes under the Convention contained in document PCCB/2019/4. Constituted bodies, operating entities of the Financial Mechanisms and other observers will be approached by the consultant drafting the technical paper in July 2019 to participate in a survey and potential follow-up interviews.

26. The PCCB will continue, intersessionally, its engagement with the constituted bodies and operating entities on ongoing and planned collaborative activities. The secretariat will support the PCCB in compiling the workplans, as well as dates and information about planned activities/events/mandated meetings of different constituted bodies and relevant processes, to help identify synergies and collaboration opportunities. The compilation of workplans and the above mentioned calendar of activities/events/mandated meetings will be available on the PCCB web-page and regularly updated by the secretariat.

6. Technical support and guidance on building climate-related capacity

Proceedings

27. The agenda item was introduced and discussed in a plenary setting on 21 and 22 June. Discussions under this agenda item were structured into six segments and co-facilitated by PCCB members Ms. Hanna and Mr. d'Auvergne.

28. The first segment on agenda item 6 featured a presentation of recent and upcoming activities of the PCCB in the area of providing technical support and guidance on building climate-related capacity. Technical work undertaken by the PCCB since PCCB 2 includes the webinar and technical workshop on gender capacity-building in 2018 and the technical paper on the national-level pilot exercise on capacity gaps and needs in NDC implementation (see paragraph 16), a side event during COP 24 on capacity gaps and needs relating to NDC implementation, and a side event and technical workshop on building capacity for human rights integration in climate action. Ongoing or forthcoming activities in 2019 include participation in the climate task force of United Cities and Local Governments of Africa, Knowledge to Action Days at the forthcoming regional climate weeks in 2019 and at COP 25, the preparation of recommendations for consideration by COP 25, and technical work conducted in collaboration with other constituted bodies already mentioned in paragraph 17 above.

29. The second segment took the form of a plenary session taking stock of the outcomes of the 8th Durban Forum on capacity-building, held on 20 June 2019, and how the outcomes could be addressed by the PCCB. PCCB members actively participated in the Forum and provided inputs to the discussions during the three breakout group discussions. At PCCB 3, the co-facilitators of the 8th Durban Forum, Stella Gama and Russell Miles, reported in plenary on the key messages of the 8th Durban Forum, and this was followed by a discussion among PCCB members and observers on ways and means for the PCCB to address the outcomes of the Durban Forum. The PCCB acknowledged the rich and fruitful discussions during the Durban Forum and emphasized its importance in advancing the PCCB workplan. Members also expressed the need to further discuss the integration of the results from the Durban Forum in the PCCB workplan.

30. The third segment featured a discussion on the concept note for the envisaged Knowledge to Action Days at the forthcoming regional climate weeks in 2019 and at COP 25, contained in document PCCB/2019/5. The co-facilitators of agenda item 6 provided background information on the activity, including information on the format and staging, the co-organizers, the PCCB mandates supported by this activity and the key theme, which the PCCB aligned with one of the focus areas of the 8th Durban Forum. They then opened the floor to members and subsequently to observers for discussion. PCCB members highlighted the importance of these events in supporting the work of the PCCB to identify context-driven responses to capacity gaps and needs at the local and national level. In addition, observers welcomed the initiative and underlined how the discussions that will take place during the events will support the work of the PCCB on strengthening engagement of universities, research institutions and academia in building capacity for the preparation and implementation of national adaptation plans and NDCs, therefore bridging the gap between the theory and practice of climate action.

31. During the fourth segment, the PCCB considered the technical paper on the results of the PCCB national-level pilot exercise on capacity gaps and needs related to the implementation of NDCs, contained in document PCCB/2019/6. Prior to opening the floor for discussion, the co-facilitators provided background information on the pilot exercise and the technical paper, including information on the mandates, scope and methodology of the technical paper, as well as its conclusions and recommendations.

32. The subsequent discussion focused particularly on the recommendation for the PCCB to develop a toolkit to guide a national-level assessment of capacity gaps and needs relating to the implementation of the Paris Agreement. PCCB members noted their interest in developing such a toolkit, subject to the availability of resources, and highlighted the importance of knowledge exchange and coordination with other constituted bodies and observers. The PCCB could gauge the interest of constituted bodies and other partners to share their methodologies, toolkits, data, studies and lessons learned, and could then compile and make available this information on the capacity-building portal. In addition, the PCCB emphasized that the PCCB Network to be launched at COP 25 could play an important role in further developing such a toolkit for a sector-specific and/or region-specific assessment of gaps and needs, through a gradual process of learning-by-doing. It

was proposed that the PCCB Network could support the creation of a comprehensive set of tools for assessing capacity gaps and needs related to the implementation of NDCs.

33. During the fifth segment on agenda item 6, the PCCB considered document PCCB/2019/7 on the outcomes of the technical workshop on gender capacity-building for the constituted bodies, held on 12 December 2018 at COP 24, and the conclusions and recommendations contained therein. There was consensus among PCCB members and observers on the conclusions and recommendations included in the workshop summary report, as well as interest expressed by several observers for the PCCB to offer similar activities in the near future.

34. Discussions on technical support and guidance for building climate-related capacity concluded during the sixth segment with a discussion of other relevant mandates in the workplan of the PCCB. The discussion focused mainly on the mandates relating to:

- (a) Capacity-building indicators and reporting (decision 16/CP.22, paras. 4 (c) and (f));
- (b) Development and dissemination of tools and methodologies for the implementation of capacity-building (decision 1/CP.21, para. 73(d));
- (c) Loss and damage (decision 3/CP.22, para. 8 and decision 4/CP.22, para. 5).

35. Related to the mandates mentioned in paragraph 34(a) above, the PCCB Co-Chairs and member Ms. Ianna provided a short report on their participation in the third workshop on the Capacity-building Initiative for Transparency (CBIT) Global Coordination Platform from 22 to 23 May 2019 in Rome, where the PCCB made a presentation and discussed collaboration opportunities with CBIT and other relevant stakeholders.

Outcomes and next steps

36. With regard to the 8th Durban Forum on capacity-building, the PCCB agreed to consider the outcomes of the forum when developing its recommendations to COP 25 intersessionally. It further agreed to ensure that the outcomes will feed into the discussions to be held during the Knowledge to Action Days which will be co-organized by the PCCB and a consortium of partner organizations during the regional climate weeks in 2019 and at COP 25.

37. The PCCB endorsed the concept note for the Knowledge to Action Days and decided to agree on the final arrangements for PCCB members' participation in these events intersessionally.

38. The PCCB endorsed the technical paper on the results of the PCCB national-level pilot exercise on capacity gaps and needs related to the implementation of NDCs, contained in document PCCB/2019/6. The PCCB also agreed to consider the recommendations contained in the technical paper when formalizing its recommendations to COP 25 intersessionally. Furthermore, the PCCB will disseminate the technical paper through various channels, including its website, the UNFCCC and PCCB's Facebook pages, the capacity-building portal and the second Capacity-building Hub. The PCCB further agreed to take into account the draft toolkit for the assessment of capacity gaps and needs provided by the PCCB member from Indonesia in the context of the pilot exercise, as included in annex I to the technical paper, when considering possible next steps with regard to the development of a toolkit to guide a national-level assessment of capacity gaps and needs relating to the implementation of the Paris Agreement, as proposed in the technical paper.

39. The PCCB endorsed the summary report of the technical workshop on gender capacity-building for the constituted bodies, contained in PCCB/2019/7, and agreed to consider the recommendations contained in the report when formalizing its recommendations to COP 25 intersessionally. Furthermore, as proposed in the report, the PCCB agreed to develop a standard on mainstreaming gender into its activities, and to include this standard as an annex to its 2019 technical progress report.

40. Regarding other relevant mandates, the PCCB agreed to organize a Transparency Day at the second Capacity-building Hub in collaboration with CBIT and other relevant initiatives, to address its mandate on taking into consideration previous work undertaken on indicators for capacity-building and ways of enhancing reporting on capacity-building activities. Regarding the mandates on loss and damage (see para. 34(c)), the PCCB agreed to discuss with the International Centre for Climate Change and Development the potential inclusion of the topic of loss and damage in the Capacity-building Day to be held during the second Capacity-building Hub at COP 25. Alternatively, the PCCB will consider the organization of a side event on capacity-building related to loss and damage at COP 25. It was agreed that the PCCB will explore further the different options

after the meeting and contact the Executive Committee of the Warsaw International Mechanism for Loss and Damage with a proposal for collaboration. Finally, with regard to its mandate on promoting the development and dissemination of tools and methodologies related to implementing capacity-building, the PCCB discussed the urgent need to develop a toolkit to guide a national-level assessment of capacity gaps and needs relating to the implementation of the Paris Agreement, and agreed to pursue the development of such a toolkit, in line with the recommendation contained in the technical paper on the results of the pilot exercise, subject to the availability of resources.

7. Annual technical progress report of the Paris Committee on Capacity-building to the Conference of the Parties

Proceedings

41. The PCCB considered document PCCB/2019/8 on the 2019 technical progress report of the PCCB to the COP.

Outcomes and next steps

42. The PCCB agreed on the outline of its 2019 technical progress report as contained in document PCCB/2019/8, and on the procedure for the finalization of the report intersessionally, including the timeline and process for its preparation and submission to the COP, and agreement on possible recommendations.

43. The draft report will be shared with PCCB members by 23 August 2019 at the latest, allowing members five working days to review it and to provide feedback. Subsequently, the final report will be shared with members by 6 September 2019 for approval on a no-objection basis by 12 September 2019.

8. Focus area of the Paris Committee on Capacity-building for 2020

Proceedings

44. The PCCB was invited to discuss and agree on its 2020 focus area with a view to including information thereon in its 2019 technical progress report to COP 25.⁷ The agenda item was introduced and discussed in one plenary session.

Outcomes and next steps

45. The PCCB agreed that the focus area for 2020 will be “Strengthening coherence and coordination of capacity-building activities on NDC implementation”. All PCCB members agreed that work on the focus area will take into consideration emerging lessons and the revision and updating of NDCs for 2020.

46. The PCCB will include the agreements reached on the 2020 focus area in its 2019 technical progress report. Work will be pursued in line with the agreement reached by the PCCB, as outlined in paragraph 45 above.

9. Planning of work

Proceedings

47. The agenda item was introduced and discussed in one plenary session. Discussions on this agenda item were divided into two parts. The first part focused on updating the membership of the four internal PCCB working groups:

- (a) Strengthening linkages with the existing bodies established under the Convention;
- (b) Cross-cutting issues;
- (c) Enhancing the capacity-building portal;
- (d) Identifying capacity needs and gaps.

48. Members also discussed the scope of work of the different working groups, noting that the scope of working groups 1 and 3 is broader than what is reflected in the current names of the two groups, and agreed to change the names of those two groups to reflect the actual scope of work.

⁷ Decision 1/CP.21, paragraph 74.

49. The second part of the discussions under this agenda item focused on the workplan of the PCCB. Given that the current rolling workplan of the PCCB is set to conclude at the end of 2019, the PCCB was invited to take a decision on the development and adoption of a new workplan intersessionally, subject to the outcome of the review of the PCCB by the COP.

50. Several observers made interventions during this session. One observer commended the PCCB for the substantial progress made in implementing its workplan and noted that one of the demonstrated strengths of the PCCB is its focus on both the technical and the human dimensions of capacity-building. Other observers also recognized the importance of work undertaken by the PCCB, expressing their wish for the PCCB to continue its engagement. Some observers also noted the importance of monitoring and tracking capacity-building progress and recommended that this be an important area of work of the PCCB in the future.

Outcomes and next steps

51. In addition to updating working group membership, PCCB members agreed to change the names of working groups 1 and 3 as follows, to reflect the expanded scope of the work of these two groups:

(a) Working group 1: “Coherence and coordination of capacity-building under the Convention”;

(b) Working group 3: “Awareness-raising, communications and stakeholder engagement”.⁸

52. The PCCB reiterated its agreement from its second meeting in May 2018 to open the working groups for external experts upon invitation, and agreed that the criteria for opening the working groups will be developed intersessionally. The PCCB further agreed that the opening of the working groups to external experts is foreseen for the period of the next PCCB workplan, which would start in 2020.

53. The PCCB agreed to extend its current rolling workplan until its fourth meeting in conjunction with the fifty-second session of the Subsidiary Body for Implementation (SBI) in 2020. The PCCB further agreed that a decision on the timeline for and the process of the development of a subsequent workplan will be adopted intersessionally in January 2020, subject to the outcomes of the PCCB review at COP 25.

10. Other matters

54. The PCCB agreed to consider and adopt the report of the third meeting of the PCCB intersessionally on a no-objection basis.

55. The next meeting of the PCCB would take place in conjunction with SBI 52 in May 2020, subject to the outcomes of the review of the PCCB at COP 25.

11. Closure of the meeting

56. The third meeting of the PCCB was closed on Saturday, 22 June 2019, at 4:45 p.m.

⁸ The updated information on the four working groups, including membership, is available at <<https://unfccc.int/pccb/pccb-working-groups>>.

Annex

Background notes for the third meeting of the Paris Committee on Capacity-building

<i>Title</i>	<i>Symbol</i>
Provisional agenda and annotations	PCCB/2019/1
Background note on the strategic plan for stakeholder engagement, communications and resource mobilization	PCCB/2019/2
Background note on the second Capacity-building Hub at COP 25	PCCB/2019/3
Background note on the analysis of coherence and coordination gaps and needs in capacity-building activities of the constituted bodies and in other relevant processes under the Convention	PCCB/2019/4
Background note on 'Knowledge to Action Days' at UNFCCC regional climate weeks	PCCB/2019/5
Background note on the results of the PCCB pilot exercise on capacity gaps and needs related to the implementation of nationally determined contributions	PCCB/2019/6
Background note on the outcomes of the PCCB technical workshop on gender capacity-building for the constituted bodies	PCCB/2019/7
Background note on the 2019 technical progress report of the Paris Committee on Capacity-building to the Conference of the Parties	PCCB/2019/8