



Paris Committee on Capacity-building

25 April 2018

Second meeting
Bonn, Germany, 3 to 5 May 2018

**Background paper on the further development of the web-based
capacity-building portal**

Expected actions by the Paris Committee on Capacity-building

The Paris Committee on Capacity-building (PCCB) will be invited:

- a) To build a common vision for the Capacity-building Portal; and
- b) To initiate the development of an action plan, in relation to supporting Parties in implementing the Paris Agreement through the nationally determined contributions.

***The UN must communicate in ways that everybody understands
and use the most modern digital platforms, reaching out
to common citizens and making the
most of its unique and powerful brand***

António Guterres
Secretary-General of the United Nations
Challenges and Opportunities for the United Nations¹

¹ See [Challenges and Opportunities for the United Nations](#).

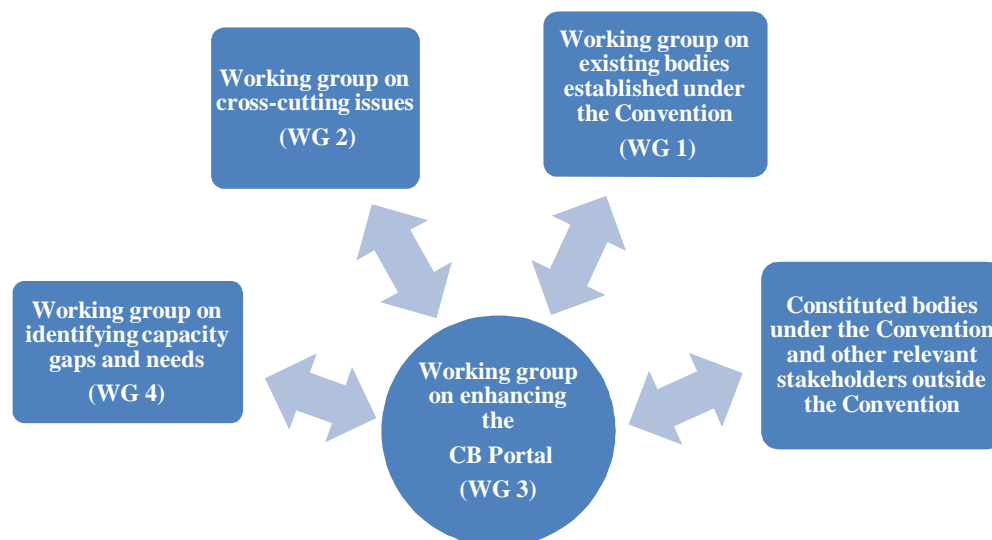
I. Background of the capacity-building portal working group

1. In line with the provisions of decision 1/CP.21, paragraphs 72 and 73(i), the Paris Committee on Capacity-building (PCCB) will provide guidance to the secretariat on the maintenance and further development of the web-based capacity-building portal, as also contained in the 2016-2020 workplan of the PCCB² in order to support developing country Parties, in particular countries with the least capacity, such as the least developed countries, and those that are particularly vulnerable to the adverse effects of climate change, such as small island developing States (SIDS).

2. Consequently, in 2017 the PCCB established the working group on 'Enhancing the Capacity-building Portal' to explore options for the improvement of the current system to promote the development and dissemination of tools and methodologies for the implementation of capacity-building activities. The Capacity-building portal is a vital tool for the dissemination of existing information related to capacity-building activities. In alignment with the annual focus theme of the PCCB, the capacity-building portal working group is conducting its work also in the context of supporting Parties through the capacity-building portal to implement the Paris Agreement through the nationally determined contributions (NDCs).

3. In addition, the capacity-building portal working group of the PCCB is also exploring collaboration, partnerships and outreach activities, which are essential areas to ensure a coherent approach to share knowledge, build a common vision and raise the awareness of the capacity-building portal. This also requires working closely with the three other PCCB working groups (see figure 1) and stakeholders outside of the PCCB to assist Parties in monitoring progress in the implementation of the framework for capacity-building in developing countries established under, 2/CP.7, and identifying areas that require additional capacity-building support.³

Figure 1 The collaboration areas of the capacity-building portal working group of the PCCB



II. Taking stock of feedback on possible enhancement elements related to the capacity-building portal provided by Parties and non-Party stakeholders

4. Following the recent creation of the capacity-building portal working group, work began on the basis of identifying possible commencement elements drawn on existing relevant capacity-building feedback from Party and non-Party stakeholders, such as submissions⁴, PCCB documents⁵,

² See [PCCB rolling workplan](#).

³ See [Implementation of the framework for capacity-building in developing countries, Synthesis report by the secretariat](#).

⁴ See [Call for submissions by the PCCB](#).

⁵ See [document PCCB/2017/1/5](#).

PCCB meeting inputs and rolling workplan and as requested by Parties and non-Party stakeholders, taking into account relevant information on a global basis, for example, exploring possible linkages of other available capacity-building portals and related material.⁶ This document should be considered in conjunction with previous work undertaken by the working group of the PCCB on ‘the maintenance and further development of the web-based capacity-building portal’.⁷

5. Commencement elements are also taken into account from the PCCB side-event “Work of the Paris Committee on Capacity-building in implementing its rolling workplan 2017-2019”, at the twenty-third session of the Conference of the Parties (COP 23) on 6 November 2017 in Bonn, Germany. The objective of this side-event was to inform the negotiators and observers of the work and activities of the PCCB in 2017. The side-event also created a space for an interactive discussion and exchange between the PCCB and the participants of the COP. Additional information was presented on technology needs assessment (TNAs) and NDCs,⁸ highlighting that following the policy guidance from the Technology Executive Committee and assessments made under TNA, capacity-building is an important building block of the work of the Climate Technology Centre and Network (CTCN). This includes building or strengthening the capacity of developing countries to identify technology options, make technology choices and operate, maintain and adapt technology that will help increase resilience and mitigate greenhouse gas emissions in line with their national priorities and goals included in their NDCs.

6. Decision 16/CP.22, paragraph 4(a) invited the Paris Committee on Capacity-building, in managing the 2016–2020 workplan to take into consideration cross-cutting issues such as gender responsiveness, human rights and indigenous peoples’ knowledge. Consequently, the human rights presentation highlighted that the Mary Robinson Foundation Climate Justice analysis of national reports suggests that Parties to the Convention could benefit from a greater understanding of how to integrate human rights into the implementation of their commitments, including their NDCs.

7. Summary of discussion’s key points are listed in the box below:

- The Climate Technology Centre and Network has organized training for all focal points who are present in a country, including national focal points, and financial entities focal points. All have been called to attend meetings to coordinate and contribute to specific issues at the national level.
- Alignment of the Durban Forum and work of the Paris Committee on Capacity-building will increase the understanding of what capacity-building actually is.
- Which measures will the PCCB take to promote coordination?
- Which countries will benefit from the capacity-building process?
- Request to add a new activity field on gender and human rights
- Provision of information on gaps, not only on activities undertaken;
- Ensure that links to a specific activity are provided in order to track the information source.

Challenges

- Cost of organizing a comprehensive, interactive platform. Including the possibility offer a help desk;
- Need to match financing with technologies, both under and outside the Convention;
- Capacity-building is too wide an issue to allow a training for trainers to be organized at the global level. It is better to focus on specific capacity-building needs at the national level and provide training as needed;
- There is an information gap on coordination of capacity-building at the global level to see who is doing what, including among bodies;
- There is need for high-quality knowledge on technology issues to prepare projects to be funded.

⁶ See [Stakeholders and capacity-building](#).

⁷ See document [PCCB/2017/1/5](#).

⁸ See [Updated paper on linkages between the TNA and NDC process](#).

8. Furthermore, the working group is considering the identification of possible elements from the brainstorming workshop of the Climate Knowledge Brokers (CKB) Group⁹ at COP 23 that was hosted by the Deutsche Gesellschaft für Zusammenarbeit (GIZ),¹⁰ on 11 November 2017 during COP 23 to enable the PCCB to collaborate with the CKB Group and gain initial feedback on the capacity-building portal, and on the use of social media tools for outreach activities.¹¹ A key outcome of the brainstorming workshop was that volunteers suggested contributing their time for a pilot project using social media, such as Facebook to support the PCCB in its outreach activities and noted that, if resources allow they would also be available for testing of the web-based capacity-building portal.

9. During this process of exploring available information, it became evident that the existing information for the capacity-building portal improvements and related institutional knowledge needs to be safeguarded, centralized and internally tracked by the secretariat to be able to produce, for example, lists of volunteers to support initiatives for capacity-building portal enhancements, progress and status reports. The tracking of information could also include the information related to mandates to support recommendations for the PCCB and other administrative information that is not captured in the web-based capacity-building portal but is relevant to sustain information for review and stock taking, to support the capacity-building portal enhancement process and documents produced for conferences, meetings and workshops.

10. The working group, noting suggestions from Parties and non-Party stakeholders that the capacity-building portal be enhanced as a central access point to retrieve global information through linkages on capacity-building activities connected to other systems, recognizes the need to build on lessons learned and good practices from other stakeholders. Consequently, resource mobilization is a key element to success, which entails the mapping of relevant stakeholders and users, considering modern technologies, identifying overlap and gaps on funding and existing structures, as well as recognizing the linkages with the corresponding political processes.

11. Moreover, the request from Parties and non-Party stakeholders to place the capacity-building portal in a more prominent location on the UNFCCC website and to raise awareness of its existence also entails, apart from the resource aspect, the creation of a vision based on a collective effort of stakeholders communicating commitment to support developing country Parties' capacity-building activities and related information. The working group recommends close cooperation with relevant stakeholders in an effort to create a vision and ownership on a global level.

III. Commencement of work

12. In addition to previous meetings, exchanges with stakeholders and related documentation, the capacity-building portal working group of the PCCB responded to the request to raise awareness of the capacity-building portal by supporting the following actions:

(a) Information note for non-Party stakeholders

To capture existing information, the secretariat has launched a process, pursuant to decision 16/CP.22, paragraph 9, to annually release an information note¹² for non-Party stakeholders engaged in providing capacity-building support to developing countries to submit updated information on capacity-building activities undertaken to be uploaded onto the capacity-building portal;

(b) Improvement of the website:

(i) User-friendly design;

⁹ See [Climate Knowledge Brokers \(CKB\) Group](#) website. In addition, the CKB core mission aligns with the PCCB mandate and work plan (decision 1/CP.21, paragraphs 72 and 73(a), decision 16/CP.22, paragraph 4(e)), namely to avoid duplication and enhance synergies between different actors. CKB has worked with international bodies on climate change knowledge on a variety of levels and projects, from online knowledge-sharing clinics with the secretariat, to jointly organizing workshops and joint technical projects on semi-automated tagging (with CTCN).

¹⁰ See [Deutsche Gesellschaft für Zusammenarbeit \(GIZ\)](#) website.

¹¹ See annex III for further details.

¹² See [Information note](#).

(ii) Integration of some links to other portals/systems providing relevant information;

(c) Prominent placement of the CB Portal:

The capacity-building portal was placed in the ribbon of the landing page of the UNFCCC website. In addition, the capacity-building portal can be found under the menu ‘Topics/Capacity-building/Resources’ and is also located under its own workstream (‘Topics/Capacity-building/Workstreams’).

(d) Call for submissions:

The call for submissions was converted to an open call and allows all stakeholders to submit information¹³ or suggestions of relevance to proposed or existing areas of work of the Paris Committee on Capacity-building in line with its mandates.

(e) Alignment with the Durban Forum focus theme:

At the forty-eighth sessions of the subsidiary bodies, the Durban Forum is to be aligned with the PCCB focus theme and combined with the PCCB meeting to gain additional feedback among other themes on possible capacity-building portal enhancements. Recommendations gained through this approach will be taken into account by the capacity-building portal working group of the PCCB in its further work.

(f) Taking stock of stakeholders related to capacity-building:

(i) A list with a focus on the United Nations and capacity-building related information, including corresponding outreach activities, were posted on the capacity-building portal web pages;

(ii) A list of other stakeholders is currently in progress;

(iii) Research activities undertaken to add existing capacity-building portals to the above-mentioned lists.

13. Based on the information contained in chapter II above, the working group recommends that work commence in 2018 (figure 2) on the main elements set out in chapter III.A and B below, implemented through an action plan. The working group recommends that the action plan be reviewed on an annual basis by the annual meeting of the PCCB, and elements be adjusted, as needed.¹⁴

Figure 2 Commencement elements for the capacity-building portal



¹³ See [Open call for submissions](#)

¹⁴ An expanded list based on Parties and non-Party stakeholders recommendations is contained in annex I.

A. Capacity-building portal action plan¹⁵

14. The working group recommends that the development of an action plan for the enhancement of the capacity-building portal be supported to enable the implementation of related activities, decisions and mandates. The action plan will allow a systematic integration of elements to enhance the current system of the capacity-building portal at the global, regional, national and subnational levels; for example, to include good practices, progress made, methodologies, training, tools, gender-responsiveness and links to other available capacity-building platforms.

15. The learning elements from stakeholders on existing systems can be of benefit in developing the action plan. In addition, the various enhancements of the capacity-building portal should be divided into sections, such as technical and substantive needs, as well as short- and long-term goals. However, the working group recommends that the fact that technical and substantive areas are interconnected be taken into account, since many technical improvements require substantive inputs and, conversely, many substantive improvements require technical functionality. Once the action plan is established for the capacity-building portal, a budget/project proposal can be derived from the action plan to provide input for the mobilization of resources.

Examples of technical and substantive dependencies for the enhancement of the capacity-building portal

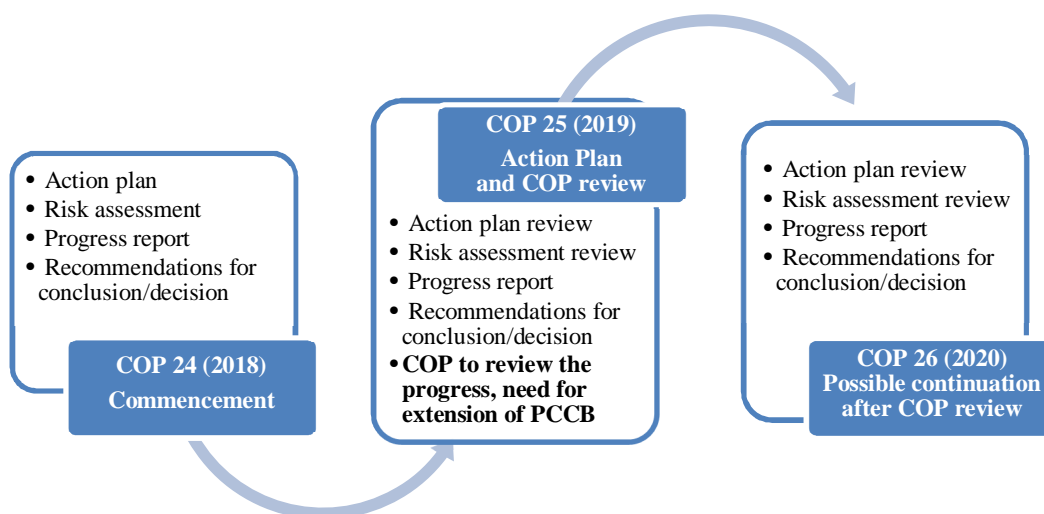
Technical requirement	Substantive input
Search option	Identify what is to be searched and filtered
Expand download options	Identify what is to be downloaded
Documentation	Make available technical and substantive documentation?
Implement additional fields	Identify which additional fields are to be implemented
Testing and feedback of system's functionality	Identify stakeholders to support testing

Source: Paris Committee on Capacity-building documents, submissions and meeting inputs.

16. In addition, the initiation of the action plan is an incremental approach, whereby the capacity-building portal working group suggests three phases on an annual basis, each deadline ending at a session of the COP in an alignment with the timeframe of the 2016-2020 rolling workplan of the PCCB and taking into account the recommendations of the annual PCCB meeting to review the action plan, as well as progress made to create outcomes for further decisions and conclusions of the subsidiary bodies. For example, the PCCB could recommend to the Subsidiary Body for Implementation (SBI) that the SBI includes information on the capacity-building portal and how to use it, as well as integrate feedback from capacity-building portal users in developing countries, as part of the annual monitoring and evaluation of capacity-building activities in developing countries. The SBI then can forward this recommendation to the COP for consideration and adoption.

17. A further matter for consideration in the timeframe is the review by COP 25 of the progress, the need for extension, the effectiveness and enhancement of the PCCB and the consideration of the working group on how to move forward.

¹⁵ See example template for the capacity-building portal action plan contained in annex II.

Figure 3 Time-frames for the enhancement of the capacity-building portal

B. Possible action points of the capacity-building portal action plan

1. Collaboration

18. The capacity-building portal working group is also taking the modalities for maintaining linkages with the constituted bodies under the Convention and other relevant stakeholders outside the Convention¹⁶ into consideration, including:

- Knowledge and information sharing, including through the web-based capacity-building portal;
- Exchange of information through web-based communication channels, including through the capacity-building portal, between the PCCB and external stakeholders.

19. In this context, the working group is also taking into consideration the following ongoing and planned activities of constituted bodies to establish linkages and partnerships:

Adaptation Committee

- The PCCB may wish to request for information relevant to capacity-building for adaptation from the Adaptation Committee, and provide the Adaptation Committee with information about stakeholders providing capacity-building support related to adaptation.

Least Developed Countries Expert Group

- The LEG has established NAP Central¹⁷ as the universal repository of all information pertinent to NAPs. It is aimed at serving as a resource for the developing countries in formulating and implementing their NAPs, as well as all other actors and stakeholders. The PCCB may explore potential synergies with the information captured on NAP Central as it relates to the capacity-building needs and activities.
- The NAP-SDG iFrame could be useful, either in its current form or after further development, for capacity-building projects. As such, the PCCB may wish to consider further developing the framework, together with the LEG, and providing a link to the framework on the capacity-building portal

Executive Committee of the Warsaw International Mechanism for Loss and Damage

- The PCCB may wish to take note of the various tools and overviews prepared by the Excom and discuss with the Excom the possibility of providing links to this wealth of information on the capacity-building portal, where appropriate.

¹⁶ See background document on [Linkages with the constituted bodies under the Convention](#) (PCCB/2018/2/3).

¹⁷ See [NAP Central](#).

Technology Mechanism

- The PCCB may wish to provide a link to the information and knowledge-sharing platform being managed by the CTCN on the capacity-building portal.

Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

- The PCCB may wish to provide links to the various online training materials, technical tools and technical papers prepared by the CGE on the capacity-building portal to facilitate exchange of information and networking. In addition, the PCCB may consider adding CGE's brochures to the portal, given that they will likely target a wider audience.

Durban Forum on Capacity-building

- The PCCB may wish to integrate the outcomes of the Durban Forum in the capacity-building portal accordingly. Specifically, if the portal were to be expanded, it could move beyond reporting on the numbers of case studies and become a platform for coordination, for example by including also information on stakeholders involved in relevant activities, current capacity-building gaps, and relevant policy decisions. Creating a space to digitally exchange experiences could be a response to the need for clear communication and increased South-South cooperation.

Standing Committee on Finance

- The PCCB may wish to provide the information on MRV of support obtained by the SCF on the capacity-building portal, as well as information about the SCF's biennial assessment of climate finance flows.

Global Environment Facility

- The PCCB may wish to determine which of the GEF's projects should be included on the capacity-building portal, and discuss how to better facilitate the GEF's future submissions to the PCCB and communication between the two.

Green Climate Fund

- The PCCB may wish to discuss with the GCF how they might enhance synergies by exposing GCF's capacity-building related resources and relevant web links on the capacity-building portal, including information about the GCF's readiness support and capacity gaps and needs of NDAs and country focal points that still need to be addressed.
- Furthermore, the PCCB may wish to provide a link on the portal to the report on mainstreaming gender in green climate fund projects¹⁸ to facilitate the dissemination of this practical manual.

20. In addition to the initiatives of the constituted bodies, there are many other similar initiatives, aggregating information on capacity-building in climate change mitigation and adaptation. One such initiative is being carried out by the NDC Partnership¹⁹, which has its own portal on capacity-building for the implementation of nationally determined contributions and linkages to other knowledge portals. The working group recommends that collaboration with the NDC Partnership be initiated to enhance the learning on how setting up such portals and exchanging knowledge.

21. Consequently, the outcomes of such knowledge exchanges will be beneficial for the further development of the capacity-building portal's action plan.

2. Resource mobilization

22. To ensure the operationalization of the capacity-building portal, including the adoption of the PCCB workplan and its mandate in the Paris Agreement, resource mobilization is a key element for success. Financial resources are required to enhance the system, establish partnerships and involve other resources, such as consultancies in the form of organizations, Parties or experts, as well as additional secretariat staff to organize, process, analyse related information, create

¹⁸ See GCF/B.19/43, annex XI.

¹⁹ See [NDC Partnership](#) website.

corresponding outputs and support the common goal to fulfil the mandates. The resource mobilization should reach a significant scale to enable the support required to collaborate, share and build the elements required to enhance the capacity-building portal for all stakeholders involved. The experience of stakeholders and previous lessons learned are key elements for the success of embedding, combining and disseminating the information of existing entities; it is evident that the sharing of acquired resources can support a successful outcome in meeting, in particular, the needs and challenges of developing country Parties in addressing climate change. This would reinforce a response to the need for continuity and efficient use of other resources spent on capacity building in developing countries and provide information for monitoring of actions and assessment of results.

3. Outreach activities

23. Parties and non-Party stakeholders suggested raising the prominence of the capacity-building portal; this has recently been initiated through the PCCB meetings, Durban Forum and relevant web pages. Taking other systems, such as the Adaptation Exchange as an example, the working group suggests implementing the same social media tool; use of Facebook could be advantageous and a forerunner for other tools, such as Twitter and Instagram. In this context, a Facebook group could be connected to other Facebook stakeholders to raise the prominence of various systems and allow users to exchange information on an open platform. In addition, a closed Facebook group can be offered for experts to exchange information and discuss related issues.

Feedback survey

- The working group considers building on lessons learned from Parties and non-Party stakeholders to improve the capacity-building portal and identify possible linkages to existing systems. Among many tools, a survey could be undertaken to start off the project and gain initial insights taking into account questions based on available information gathered through submissions, inputs considered in the PCCB meetings and the Durban Forum. In addition, the survey could be used to gather ideas on how to mobilize and share resources, as well as ideas on the elements for a vision and how to establish partnerships.

Webpages

- Webpages are an essential component for outreach activities and where the current capacity-building portal is located. In this context, the working group recommends that the secretariat maintain and regularly updates its webpages for sharing information on capacity-building activities and, as suggested by Parties and relevant stakeholders, to integrate a calendar with information on key events related to capacity-building. However, the maintenance of the calendar requires resources and therefore, the working group recommends that capacity-building actors who could support, among other initiatives, the maintenance of the calendar be nominated.

4. Capacity-building actors

24. In order to coordinate information, capacity-building actors can significantly contribute to the processing of information in a focused and coherent manner. Consequently, the working group suggests that Parties appoint national capacity-building actors for climate negotiations, implementation and monitoring (hereinafter referred to as CBAs). Capacity-building actors could also streamline outreach activities, such as administering social media tools, for example to control and maintain user interaction or support uploading of capacity-building and related information into the capacity-building portal.

25. Furthermore, as the capacity-building portal will require testing of the system, CBAs can be a central element in providing feedback for further consideration. Other support from CBAs could entail feedback and contributions to the creation of strategies, resource mobilization, training and the production of various outputs. Consequently, these CBAs could be posted on the UNFCCC website. Moreover, it would reduce the resource requirements and support the collaboration, maintenance of needs and exchange networks. They could also serve as entry point for new capacity building initiatives and related collaborative efforts.

II. Tracking institutional knowledge related to the capacity-building portal

26. In exploring the available information, the working group recognizes that valuable information related to institutional knowledge is scattered and challenging to combine. Information is, for example, available in the form of submissions, UNFCCC documents, national communications, biennial update reports, biennial reports, meeting inputs and email exchanges, and it requires a lot of manual research. To support research activities, the working group suggests that an internal tracking system, serving as a central internal repository to gather institutional knowledge related to the capacity-building portal be initiated. It would gather information which is not captured in the capacity-building portal and would serve as an additional asset in documenting reviews, progress of mandates, PCCB working group outcomes and safeguarding confidential information. In line with the commencement of work, the secretariat could develop a prototype to capture needs that arise during the capacity-building portal commencement phase in a coherent and transparent manner, which could be reviewed at the annual PCCB meetings.

III. Risk assessment

27. Estimating risks is a key element in the capacity-building portal action points to avoid pitfalls and foresee challenges that could threaten the ongoing work. The working group recommends, if the action plan is adopted by the PCCB, the work on the risk assessment be initiated simultaneously.

Annex I

Improvement areas for the capacity-building portal

The table below contains a list of possible improvements to the CB Portal to be considered jointly with the CB Portal action plan. It draws from the more extensive compilation of needs and requests related to the capacity-building web-portal that are contained in the Paris Committee Capacity-building (PCCB) documents, submissions and meeting inputs. It is a list of improvements that can be made in the short-term, while the more complex and advanced improvements to the CB-Portal for the long-term vision are being determined. The improvements are divided into technical and substantive needs, but it should be noted that these are interconnected, since many technical improvements require substantive inputs and conversely, many substantive improvements require additional technical functionalities.

Suggestions for capacity-building portal enhancement

Suggestions	Description
TECHNICAL IMPROVEMENTS	
Technical manual of CB Portal	Technical manual ensures the safeguarding of technical information and can be used as a basis for discussion with stakeholders on expansion possibilities
Prominent placement of CB Portal	Easy access for stakeholders and users
Outreach activities, such as implementing social media tools	<ul style="list-style-type: none"> • Use Facebook, Twitter etc. support to undertake awareness-raising measures and outreach. • Encourage stakeholders to provide information on nationally determined contributions related initiatives and actions in line with the focus theme of the PCCB • Establish linkages and support information flow between stakeholders and strengthen networks
Additional means to discuss and provide feedback/Global interface of stakeholders	<ul style="list-style-type: none"> • Provide live chat option • Webinars • Set up a forum – either for specific topics or general for all registered users • Allow comments on projects to be entered • Create feedback form and/or user survey • Facilitate networking and stakeholder engagement
Collaboration platform	<ul style="list-style-type: none"> • Expand availability of data and information • Support dialogue and feedback of national focal points • Provide virtual space for matching local communities or countries that have specific capacity-building needs with specific capacity-building initiatives
Calendar function	Enable addition of capacity-building events and activities

Suggestions	Description
Data improvements	<ul style="list-style-type: none"> • Remove double entries, • Populate blank cells
Export data	Allow user to export all data/selected data to a common format, such as .xls
Simplify submission form	Allow user to upload information directly into the CB Portal
Increase interactivity	<ul style="list-style-type: none"> • Incorporate real-time components • Integrate reminders to post/update projects • Mobile access
Integrate search function, filtering and statistical tools/graphs	<ul style="list-style-type: none"> • To assist PCCB and other stakeholders in the evaluation and assessment of the capacity-building needs and gaps • Provide additional search options, including the option to search for projects containing a keyword entered by the user. This includes searches with: <ul style="list-style-type: none"> • Key word mentioned in any category • Key word mentioned in a user-determined category • Filter: finding/selecting/comparing all data within a category (see also: additional data categories below)
Implement additional fields/tools to capture information	<ul style="list-style-type: none"> • On lessons learned, good practices, tools, etc., at the local, national and international levels • PCCB focus theme related information • On cross-cutting issues such as gender, human rights, indigenous peoples • On demographic data, social group of the project recipient • On involvement of economic sectors, • On types of funds provided • On methods and tools used in the project • On status/available data from monitoring and evaluation • On higher the involvement of education institution
Include data from other sources / establish and maintain linkages/synergies with other initiatives/bodies/portals	<ul style="list-style-type: none"> • BA, NCs, BURs, TNAs • Related resources and portals • Areas most in need of additional support • Available training materials • Definitions, background papers, strategies, etc.
Create pre-defined reports	PCCB focus theme, lessons learned, good practice, tools, categories, etc.
Incorporate help desk	Frequently asked questions, live support, etc.

Suggestions	Description
SUBSTANTIVE IMPROVEMENTS	
Call for submissions	Expand to all stakeholders. including on specific topics, invite specific actors such as academic communities to provide relevant background information, views, etc., which could then be incorporated into the CB portal
Define content of outreach activities	Defining the target audience
Identifying user needs	<ul style="list-style-type: none"> • Additional categories • Additional search options • Additional filters • Expand options to download • Expand options to display data • Means to discuss/contact other users
Collaboration with other entities	Promotion of the CB Portal at relevant events (either self-organized or being present at events organized by other organizations).
Helpdesk	To support substantive questions
Substantive tutorial/manual of CB Portal	Including what type of resources are available on the capacity-building portal and how the users can make use of the portal

Annex II

Example template for capacity-building portal action plan

Capacity-building portal working group members:

Action point	Priority	Responsible	Stakeholders	Constraints	Start date	End date	Status	Remarks
Goal 1								
Goal statement:	High, Medium, Low						Completed, Ongoing, Cancelled, Pending, In progress	
1								
2								
3								

Action point	Priority	Responsible	Stakeholders	Constraints	Start date	End date	Status	Remarks
Goal 2								
Goal statement:	High, Medium, Low						Completed, Ongoing, Cancelled, Pending, In progress	
1								
2								
3								

Action point	Priority	Responsible	Stakeholders	Constraints	Start date	End date	Status	Remarks
Goal 3								
Goal statement:	High, Medium, Low						Completed, Ongoing, Cancelled, Pending, In progress	
1								
2								
3								

Annex III

Proposals to the Paris Committee on Capacity-building from the Climate Knowledge Brokers (CKB) Group brainstorming workshop

I. Social media outreach for the capacity-building portal

1. Participants at the brainstorming workshop of the Climate Knowledge Brokers Group, which was hosted by the Deutsche Gesellschaft für Zusammenarbeit on 11 November 2017 during the twenty-third session of the Conference of the Parties, assessed the issue of the increasing importance of social media for outreach activities towards the general public and local communities. How can the potential of social media be harnessed effectively and efficiently, and how can perspectives and experiences from a wide group of people be included while keeping control over the content? The discussions resulted in the following proposals:
2. The first step would be to develop a general **communications plan** for the use of social media, as follows:
 - (a) Define goals and audiences. This facilitates identification of tools and strategies;
 - (b) Carry out stocktaking of portals/social media use by other United Nations organizations. What are potential ways of interaction? Develop rules for balanced joint posting/tweets/etc. with capacity-building actors of United Nations organizations;
 - (c) Take training and advice for moderation of channels;
 - (d) Establish a policy;
 - (e) Shape communications around key events / areas of engagement.
3. Use **Facebook as a pilot project** to test the governance, then expand to other channels (Twitter, Snapchat, Instagram?). In terms of content:
 - (a) **Thematic month** guide the outreach and build a community through chains of content.
 - (b) Set a limit for the number of posts for capacity-building Facebook capacity-building actors, e.g. three posts per month
 - (c) **Visual content/ pictures shared via Flickr Photostream**
4. **Consider social media integration and usability in the development of the capacity-building portal**

Portal design / data should be equipped to easily provide visual content (e.g. graphs, maps, interactive tools) that can be shared via social media.

II. Feedback on the development of the capacity-building portal and stakeholder engagement

5. Building on the workshop held during the first meeting of the PCCB, the brainstorming workshop addressed the identified gaps and needs of the reformed portal with the following aspects for consideration:
 - (a) Capacity-building portal content:
 - (i) Attention required to political issues of content, topical focus, etc;
 - (ii) Repackaging of available information as a service.

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6. Low-cost solution possible through linking to other portals, possibly as a 'meta-database of databases' of capacity-building activities, best practices, and lessons learned?
 7. Consider other portals (e.g. WorldBank, Green Climate Fund)
 8. Who are the users? **What is / should be the user journey?** Users could be:
 - (a) Policy-makers (more aggregated);
 - (b) Negotiators;
 - (c) Implementers => **those who implement nationally determined contributions in developing countries;**
 - (d) Donors (marketing/visibility);
 - (e) Science (more detailed);
 - (f) PCCB to facilitate.
 9. Based on the user group(s):
 - (g) Provide capacity-building portal in all United Nations languages?
 - 10. Content:**
 - (a) Technically, is automated tagging an option? Standardise fields and categories (eg. UNFCCC taxonomy);
 - (b) Capacity-building portal will need search engine optimization;
 - (c) Moderation could be done by a group of (voluntary) experts (similar to a peer-review process);
 - (d) Capacity-building portal should show that there is action on the ground.
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