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**Paris Committee on Capacity-building**

20 May 2020

**Fourth meeting**  
**Virtual meeting, 22–25 June 2020**

**I. Provisional agenda**

1. Opening of the meeting.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of work.
3. Election of the Co-Chairs.
4. Development of a workplan for 2021–2024.
5. Technical support and guidance on building climate-related capacity.
6. Coherence and coordination of capacity-building under the Convention.
7. Awareness-raising, outreach, and knowledge- and information-sharing.
8. Focus area of the Paris Committee on Capacity-building for 2021.
9. Other matters.
10. Closure of the meeting.

## II. Annotations to the provisional agenda

### 1. Opening of the meeting

1. The 4<sup>th</sup> meeting of the Paris Committee on Capacity-building (PCCB) will be opened on 22 June 2020 by the Co-Chair of the PCCB, Marzena Chodor, who will preside over the meeting until the new Co-Chairs of the PCCB have been elected.

### 2. Organizational matters

#### A. Adoption of the agenda

2. *Action:* The PCCB may wish to adopt the agenda.

3. *Background:* The provisional agenda was prepared by the secretariat in consultation with the Chair of the Subsidiary Body for Implementation and was circulated to the PCCB for comments prior to the meeting.

PCCB/2020/1	Provisional agenda and annotations
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#### B. Organization of work

4. *Action:* The PCCB will be invited to agree on the organization of work for the meeting.

5. *Background:* The meeting will be held virtually from 22 to 25 June 2020 and is scheduled to begin at 2 p.m. Central European Time on 22 June. The meeting will be open to attendance by Parties and accredited observers that have registered prior to the event, except where otherwise stated by the PCCB. Registrants to the meeting will be permitted to intervene under agenda items and there will be a live webcast for non-registered stakeholders that are interested in following the progress of the meeting; however, such non-registered attendees will be unable to make interventions.

6. As per previous practice, constituted bodies under the Convention, the operating entities of the Financial Mechanism and relevant processes under the Convention have been invited to participate in the meeting, including in a designated round table on the development and implementation of an informal coordination mechanism on capacity-building under the Convention.

7. The tentative schedule for the meeting presents the proposed sequence and indicative timeline for the agenda items. All agenda items will be addressed initially in plenary. As a consequence of the meeting being held virtually, there will be constraints relating to the differing time zones of participants and to participants' access to reliable technology and the Internet; therefore, the presentation of work undertaken intersessionally across the different workstreams will be made available on the meeting web page prior to the meeting with a view to focusing discussions at the meeting on defining next steps and adopting decisions, as appropriate, on important ongoing and upcoming work.

PCCB/2020/2	Tentative meeting schedule
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### 3. Election of the Co-Chairs

8. *Action:* The PCCB will be invited to elect its Co-Chairs, in accordance with its rules of procedure,<sup>1</sup> to serve for a period of one year, effective from the meeting. The PCCB is encouraged to pursue a gender balance when electing its Co-Chairs.

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<sup>1</sup> FCCC/SBI/2017/11, annex II, para. 11.

9. *Background:* The Conference of the Parties (COP) at its twenty-second session decided that the PCCB shall elect annually two Co-Chairs from among its members to serve for a term of one year each.<sup>2</sup>

#### 4. Development of a workplan for 2021 – 2024

10. *Action:* The PCCB will be invited to discuss and agree on its next workplan, covering 2021–2024, a draft of which is contained in document PCCB/2020/3.

11. *Background:* COP 25 requested the PCCB to develop a workplan for the period of its extension on the basis of the priority areas and activities contained in the annex of decision 9/CP.25 for consideration at COP 26. The COP further requested that the workplan include core elements such as priority areas, activities, deliverables, timelines and expected results, in accordance with the priority areas defined by COP 25.<sup>3</sup>

PCCB/2020/3	<i>Draft workplan for 2021–2024</i>
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#### 5. Technical support and guidance on building climate-related capacity

12. *Action:* The PCCB will be invited to:

(a) Consider the outcomes of the 9<sup>th</sup> Durban Forum held on 5 June 2020 to advance its work on the 2020 focus area of the PCCB. Preliminary key messages from the 9<sup>th</sup> Durban Forum will be prepared by the secretariat following the conclusion of the Forum and provided to the PCCB members on 22 June to guide their discussion;

(b) Consider the concept note on developing a toolkit for assessing capacity-building needs and gaps, as contained in document PCCB/2020/4.

13. *Background:* Under its rolling workplan, the PCCB is undertaking a range of activities aimed at providing technical support and guidance on capacity-building. A presentation of activities undertaken since the 3<sup>rd</sup> meeting of the PCCB as well as of upcoming activities in this area is available on the meeting web page.

14. As its focus area for 2020, the PCCB selected strengthening the coherence and coordination of capacity-building activities for the implementation of nationally determined contributions and is undertaking activities in 2020 with this focus area in mind. COP 24 requested the Subsidiary Body for Implementation to thematically align future meetings of the Durban Forum with the annual focus area of the PCCB.<sup>4</sup> The co-facilitators of the 9<sup>th</sup> Durban Forum will be invited to report on the outcomes of the Forum at the meeting of the PCCB to enable the PCCB to discuss them and consider any follow-up action.

15. Furthermore, the PCCB has identified the development of a toolkit to guide assessments of capacity gaps and needs relating to the implementation of the Paris Agreement as a potential core activity. This is based on the results of a national-level pilot exercise on assessing capacity gaps and needs related to the implementation of nationally determined contributions undertaken by six PCCB members in 2018–2019.<sup>5</sup>

PCCB/2020/4	<i>Background note on developing a toolkit for assessing capacity-building needs and gaps</i>
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<sup>2</sup> Decision 2/CP.22, annex, para. 8.

<sup>3</sup> Decision 9/CP.25, paras. 15–16.

<sup>4</sup> Decision 15/CP.24, para. 6.

<sup>5</sup> [https://unfccc.int/sites/default/files/resource/PCCB\\_TP\\_capacity%20gaps%20and%20needs\\_NDCs\\_final.pdf](https://unfccc.int/sites/default/files/resource/PCCB_TP_capacity%20gaps%20and%20needs_NDCs_final.pdf).

## 6. Coherence and coordination of capacity-building under the Convention

16. *Action:* The PCCB will be invited to:

(a) Consider the concept note for an informal coordination mechanism (ICM) on capacity-building under the Convention, as contained in document PCCB/2020/5;

(b) Engage in a round table with invited representatives of the constituted bodies under the Convention, operating entities of the Financial Mechanism, and relevant processes under the Convention to discuss the development and implementation of the ICM;

(c) Agree on the appropriate next steps regarding the establishment of the ICM;

17. *Background:* The overall aim of the PCCB is to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and enhancing capacity-building efforts, including with regard to the coherence and coordination of capacity-building activities under the Convention.<sup>6</sup>

18. Collaborating with constituted bodies under the Convention and operating entities of the Financial Mechanism and contributing to relevant processes under the Convention is a critical function of the work of the PCCB in promoting the coherence and coordination of climate capacity-building. Several activities are contained in the PCCB workplan to that effect, stemming from mandates from the COP. A presentation of activities undertaken since the 3<sup>rd</sup> meeting of the PCCB to promote greater coherence and coordination of capacity-building is available on the meeting web page.

19. The PCCB regularly engages with the other constituted bodies under the Convention and other stakeholders through various established channels. As per previous practice, representatives of the constituted bodies, the operating entities of the Financial Mechanism and relevant Convention processes have been invited to participate in a dedicated coherence and coordination round table.

PCCB/2020/5

*Background note on establishing an informal coordination mechanism on capacity-building under the Convention*

## 7. Awareness-raising, outreach, and knowledge- and information-sharing

20. *Action:* The PCCB will be invited to:

(a) Consider the review report on the status and progress of work under the strategic plan for stakeholder engagement, communications and resource mobilization of the PCCB, as contained in document PCCB/2020/6, and agree on the appropriate next steps for the next workplan period (2021–2024);

(b) Consider priority issues related to the launch and implementation of the PCCB Network, including the implementation timeline of the pilot phase, as contained in document PCCB/2020/7, and agree on the working modalities of the PCCB for guiding the development of and implementing the pilot phase of the PCCB Network, the criteria for evaluating additional activities of the Network, as well as relevant elements of and appropriate next steps in monitoring and evaluating the pilot phase;

(c) Review the proposed draft criteria for the participation of external stakeholders in PCCB working groups, as contained in document PCCB/2020/8, and agree on appropriate next steps;

(d) Consider the concept note for the Capacity-building Hub at COP 26, as contained in document PCCB/2020/9, and consider possible options for planning and appropriate next steps for implementing the hub in the light of the postponement of COP 26 to 2021.

21. *Background:* The PCCB rolling workplan for 2017–2019, which was extended until the end of 2020 at the request of COP 25, contains several mandates related to knowledge- and information-

<sup>6</sup> Decision 1/CP.21, para. 71.

sharing and the engagement of and outreach to various capacity-building stakeholders under and outside the Convention. A presentation of activities undertaken since the 3<sup>rd</sup> meeting of the PCCB as well as of upcoming activities related to awareness-raising, outreach, and knowledge- and information-sharing is available on the meeting web page.

22. Work related to awareness-raising, outreach, and knowledge- and information-sharing conducted since the 3<sup>rd</sup> meeting of the PCCB was guided by the strategic plan for stakeholder engagement, communications and resource mobilization of the PCCB, which was endorsed in 2019, and included posting relevant content on the resource pages linked to the capacity-building portal,<sup>7</sup> maintaining the digital capacity-building page on Facebook<sup>8</sup> and organizing the 2<sup>nd</sup> Capacity-building Hub at COP 25.<sup>9</sup>

23. Following an open consultation with interested Party and non-Party stakeholders at COP 25, the PCCB conceptualized and launched the PCCB Network, a voluntary association of relevant stakeholders aimed at fostering synergies and enhancing coherence and coordination in capacity-building efforts for climate action.<sup>10</sup>

24. Furthermore, with regard to drawing on expertise from relevant stakeholders, at the 3<sup>rd</sup> meeting of the PCCB members reiterated their agreement from the 2<sup>nd</sup> meeting to open the working groups up to external experts upon invitation, and agreed that the associated criteria will be developed interessionally. The PCCB agreed that this is planned to be implemented for the next PCCB workplan.<sup>11</sup>

25. One of the flagship activities of the PCCB is the Capacity-building Hub at the COP, a series of capacity-building-related events focused on different themes, typically taking place over the course of a week. COP 25 mandated the PCCB to continue organizing the Capacity-building Hubs annually in conjunction with the sessions of the COP.<sup>12</sup> The postponement of COP 26 to 2021 affects the planning of the 3<sup>rd</sup> Capacity-building Hub and the PCCB may need to adjust its approach to planning the event.

<i>PCCB/2020/6</i>	<i>Background note on the review of the status and progress of work under the strategic plan for stakeholder engagement, communications and resource mobilization of the Paris Committee on Capacity-building</i>
<i>PCCB/2020/7</i>	<i>Background note on the launch and implementation of the PCCB Network</i>
<i>PCCB/2020/8</i>	<i>Background note on criteria for the participation of external stakeholders in working groups of the Paris Committee on Capacity-building</i>
<i>PCCB/2020/9</i>	<i>Background note on the Capacity-building Hub at the twenty-sixth session of the Conference of the Parties</i>

## 8. Focus area of the Paris Committee on Capacity-building for 2021

26. *Action:* The PCCB will be invited to discuss and agree on its 2021 focus area and on the approach to implement its focus area in the next workplan period, taking into account the proposed focus area options and implementation approach contained in document PCCB/2020/10, with a view to including this information in its 2020 technical progress report to COP 26.

27. *Background:* COP 21 decided that the PCCB will annually focus on an area or theme related to enhanced technical exchange on capacity-building, with the purpose of maintaining up-to-date knowledge on the successes and challenges in building capacity effectively in a particular area.<sup>13</sup>

<sup>7</sup> <https://unfccc.int/capacitybuilding/activities.html>.

<sup>8</sup> <https://www.facebook.com/pccb.unfccc/>.

<sup>9</sup> <https://unfccc.int/2nd-capacity-building-hub>.

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

<sup>11</sup> See document PCCB/2019/9, para. 52.

<sup>12</sup> Decision 9/CP.25, annex.

<sup>13</sup> Decision 1/CP.21, para. 74.

PCCB/2020/10

*Background note on the 2021 focus area of the Paris Committee on Capacity-building*

## **9. Other matters**

28. *Actions:* The PCCB may wish to appoint a gender focal point in accordance with its gender mainstreaming standard.<sup>14</sup> The PCCB may also wish to consider the process for preparing and finalizing its 2020 technical progress report to COP 26 and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its third session. Any other matters arising during the meeting will also be taken up under this agenda item.

## **10. Closure of the meeting**

29. The meeting is scheduled to close on 25 June 2020.

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<sup>14</sup> FCCC/SBI/2019/13, annex, para. 9.