



Paris Committee on Capacity-building

3 June 2020

Fourth meeting

Virtual meeting, 22–25 June 2020

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

Recommended action by the Paris Committee on Capacity-building

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

- a) Consider the concept note for an informal coordination mechanism (ICM) on capacity-building under the Convention;
- b) Discuss the concept note and seek feedback on it from relevant stakeholders at its 4th meeting;
- c) Agree on the appropriate next steps with regard to the ICM.

I. Possible actions for consideration by the Paris Committee on Capacity-building

1. In response to the mandate of the PCCB on enhancing the coherence and coordination of capacity-building under the Convention, a concept note for an ICM on capacity-building under the Convention was prepared intersessionally for consideration by the PCCB at its 4th meeting.
2. The PCCB may wish to:
 - (i) consider the concept note contained in the annex to this background note;
 - (ii) discuss the concept note with, and gather feedback from, representatives of constituted bodies under the Convention, operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement, and observers attending the 4th meeting of the PCCB;
 - (iii) agree on the appropriate next steps with regard to the ICM.

II. Background

3. The aim of the PCCB, established by the Conference of the Parties (COP) at its twenty-first session,¹ is to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention. Parties at COP 25 restated the importance of the work of the PCCB on coherence and coordination by identifying it as a priority area for the second workplan of the PCCB (2021–2024).²
4. In 2019, the PCCB produced a technical paper entitled *Coherence and coordination of capacity-building activities of constituted bodies and in other relevant processes under the Convention*³ that analysed gaps in coherence and coordination practices across the capacity-building

¹ Decision 1/CP.21, para. 71.

² Decision 9/CP.25, para. 9(a).

³ Available at <https://unfccc.int/node/180271>.

work of constituted bodies and operating entities and in relevant processes under and outside the Convention. The paper identified the need for an enhanced space for coordination and collaboration outside the annual meetings of the PCCB, and for defining common areas of interest which would help increase synergies and reduce duplication of efforts. In response to these needs, the notion of an ICM was discussed intersessionally by PCCB members and a concept note has been developed for consideration and discussion at the 4th meeting of the PCCB.

Annex

Concept note for an informal coordination mechanism on capacity-building under the Convention

I. Background

1. Enhancing coherence and coordination of capacity-building activities under the Convention and the Paris Agreement, with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building, is an important part of the mandate of the PCCB.⁴ Working with constituted bodies under the Convention and operating entities of the Financial Mechanism and contributing to relevant processes under the Convention and Paris Agreement is therefore a critical function of the work of the PCCB.

2. Parties at COP 25 recognized the importance of the work of the PCCB on coherence and coordination by identifying it as a priority area for the second workplan of the PCCB (2021–2024). The first priority focuses on “enhancing coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building, as appropriate and in accordance with their respective mandates”.⁵ The PCCB aims to increase synergies across a range of climate-relevant areas and avoid duplication of efforts by engaging with constituted bodies, operating entities and representatives of relevant processes under the Convention and Paris Agreement.

3. In 2019, the PCCB held a dialogue on coherence and coordination with representatives of constituted bodies, operating entities and relevant processes under the Convention and Paris Agreement. It subsequently produced a technical paper entitled *Coherence and coordination of capacity-building activities of constituted bodies and in other relevant processes under the Convention*⁶ that analysed gaps in coherence and coordination practices across capacity-building work of constituted bodies and operating entities and in relevant processes under and outside the Convention. The results of this dialogue identified the need to:

- (a) Provide an enhanced space for coordination and collaboration outside the annual meetings of the PCCB;
- (b) Enable constituted bodies, operating entities, and representatives of relevant processes under the Convention and Paris Agreement to define common areas of interest which would help increase synergies and reduce duplication of efforts.

4. Establishing areas of common interest would also contribute to raising awareness of ongoing and planned activities of constituted bodies, operating entities and in relevant processes under the Convention and Paris Agreement, strengthening relationships and increasing opportunities for creating collaborative initiatives. Identifying area of common interest will be a function of reviewing and updating the overview of workplans of constituted bodies, operating entities and those that relate to relevant processes under the Convention and Paris Agreement.

II. Context

5. Creating additional space for coordination and collaboration on capacity-building requires constituted bodies, operating entities and representatives of relevant processes under the Convention and Paris Agreement to be able to meet more frequently than during the allotted time at PCCB meetings.

⁴ 9/CP.25, para. 9(a).

⁵ Decision 9/CP.25, para. 9.

⁶ Available at <https://unfccc.int/node/180271>.

6. This concept note lays the foundations for developing an Informal Coordination Mechanism (ICM) to enhance the coherence and coordination of capacity-building activities among constituted bodies, operating entities and for relevant processes under the Convention and Paris Agreement.

7. The concept of an informal mechanism was introduced during the development of the PCCB technical paper (see para. 3 above) and could address several critical needs identified by constituted bodies, operating entities, and through the relevant processes under the Convention and Paris Agreement. These needs include:

- (a) Increasing discussion time, including for the exchange of ideas and information, through an appropriate format such as an ICM;
- (b) Defining areas of common interest, which could help increase synergies and reduce duplication of efforts;
- (c) Understanding synergies between capacity-building activities and avoiding duplication of efforts through the development of a forward-looking overview of workplans to be used as a basis for discussion among ICM members, which would be updated during meetings and subsequently made available.

8. The ICM aligns with the priority areas of the PCCB, as contained in decision 9/CP 25, paragraph 9. Specifically, it provides a stepwise approach to supporting the implementation of the first priority area, on “enhancing coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention”.

9. Additionally, the ICM is integral to activities under the second and third priority areas. The second priority area, which focuses on identification of gaps and needs, relies on the ICM for critical input as to how members address gaps and needs in their work. This information will help build a body of knowledge, including on best. The third priority area, focusing on stakeholder engagement, relies on inputs from the ICM, including on gaps and needs and disseminating them through PCCB communication channels. ICM members will also be deemed important partners in enhancing stakeholder engagement, for example through participation at Capacity-building Hubs.

III. Purpose and scope

10. The purpose of the ICM is to provide its members with increased opportunities for dialogue and cooperation. Establishing a platform for cooperation and collaboration creates opportunities to increase information-sharing on a range of climate-related capacity-building activities and initiatives. In turn, this work will ensure that ICM members can enhance the recommendations and guidance provided to Parties.

11. The ICM is primarily for constituted bodies and operating entities, as well as for those responsible for relevant processes under the Convention and Paris Agreement.⁷

12. Overarching areas raised by constituted bodies, operating entities, and representatives of processes under the Convention and Paris Agreement as being relevant for the work of the ICM include:

- (a) Enhancing coordination at various stages, such as development of workplans, implementation of activities and follow-up of activities;
- (b) Identifying support available and required to address capacity-building gaps and needs in developing countries;

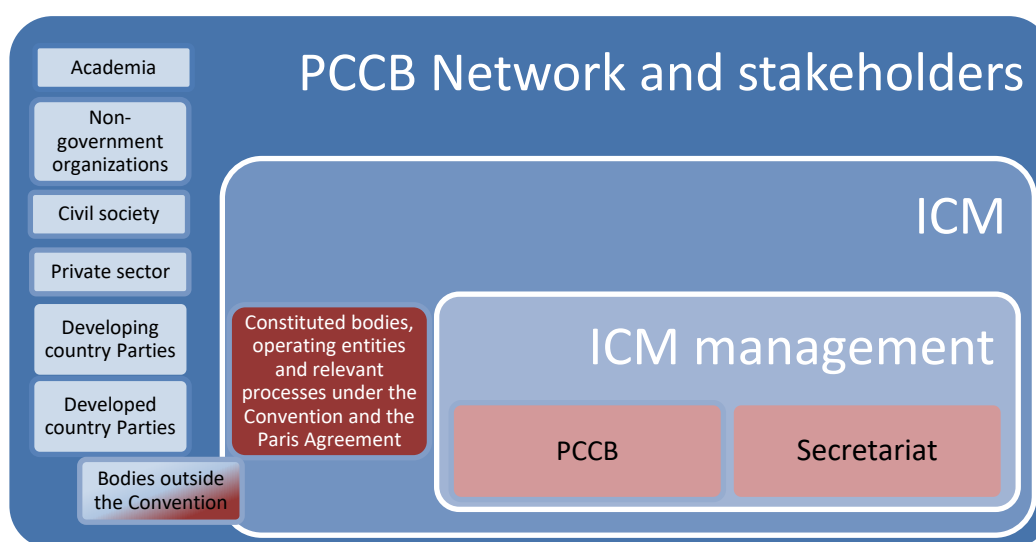
⁷ On the basis of its previous engagement with constituted bodies under the Convention, operating entities and representatives of relevant processes under the Convention on the topic of coherence and coordination of capacity-building, the preliminary list of stakeholders the PCCB intends to engage with under the ICM is as follows: Adaptation Committee, Adaptation Fund Board secretariat, Climate Technology Centre and Network, Consultative Group of Experts, Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, Facilitative Working Group of the Local Communities and Indigenous Peoples Platform, Global Environment Facility secretariat, Green Climate Fund secretariat, Least Developed Countries Expert Group, Standing Committee on Finance, Technology Executive Committee, and representatives of the Action for Climate Empowerment process.

- (c) Engaging a broader range of stakeholders;
- (d) Providing outreach for, and disseminating information on, capacity-building activities;
- (e) Mapping relevant capacity-building efforts of constituted bodies, operating entities, and in relevant processes under the Convention and Paris Agreement, as well as of stakeholders outside the Convention.

13. The ICM targets a specific segment of PCCB stakeholders. In its strategic plan for stakeholder engagement, communications and resource mobilization, the PCCB defined eight categories of stakeholder, which can in turn be assigned to one of two groups: those with reporting responsibilities to the COP or the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and those with an interest in climate-related capacity-building both under and outside the Convention. The PCCB Network was launched to increase engagement, outreach and communication with PCCB stakeholders.⁸ The larger PCCB stakeholder audience, which covers developed and developing country Parties, non-governmental organizations, the private sector, civil society and academia and includes those convened under the PCCB Network, would maintain an interest in the work undertaken through the ICM but would have limited interactions with it. The proposed structure of the ICM is shown in the figure below.

14. Interaction between the two groups mentioned in paragraph 13 will occur at the annual meeting of the PCCB during the coherence and coordination dialogue. The PCCB annual meeting provides an opportunity for information sharing between the ICM and observers.

Proposed structure of the informal coordination mechanism



IV. Structure of the informal cooperation mechanism

15. The work of the ICM will be guided by the same principles as that of PCCB stakeholder engagement, as contained in the strategic plan (see para.13). These principles, shown in table 1 below, are designed to create an open, transparent and consistent platform that builds respect and trust.

Table 1. Principles of the informal cooperation mechanism

Issue-based, purposeful engagement	Engagement begins with a clear understanding of the purpose of the work of the ICM by setting expectations.
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⁸ <https://unfccc.int/pccb-network>.

Inclusiveness	Engagement is open to nominated members of constituted bodies, operating entities, and those responsible for relevant processes under the Convention and the Paris Agreement and secretariat staff supporting them. All information required to allow members to participate in a meaningful way is provided. In addition to the nominated members, any interested members of constituted bodies, operating entities and those responsible for relevant processes under the Convention and Paris Agreement are welcome to participate in discussions.
Timeliness	The ICM enables open and timely communication among members.
Transparency	There are clear pathways for communicating, including for responding to concerns, suggestions and grievances. Information is accessible to members and disseminated in ways that make it easy to access.

16. The governance structure of the ICM should be lean and its manager primarily responsible for ensuring that meetings are carried out in an orderly manner and that processes develop and expand. The ICM will be managed by the PCCB with support from the secretariat and will meet three times annually, either in-person or virtually. The ICM management will organize agendas, meeting times, venues, and, where necessary, provision of note-taking. In addition, two members of Working Group 1 of the PCCB will chair the ICM meetings.⁹

17. The ICM should enable direct interaction among members. Communication and interactive collaboration should be achieved through a platform that is easy to access and enables interactions among ICM members, including the secretariat which supports them. The PCCB should use platforms available through the secretariat.

18. The interaction capability of the platform should include the ability to:

- (i) Exchange information and contact details among members of the ICM;
- (ii) Share work and collaborate;
- (iii) Participate in teams that are based on common areas of interest.

⁹ Information on all PCCB working groups is available at: <https://unfccc.int/pccb/pccb-working-groups>.

Table 2. Overview of the informal cooperation mechanism

Activities	<ul style="list-style-type: none"> - Overview of workplans, including a forward-looking calendar of events; - Joint design of work and digital collaboration; - Joint planning and support of events; - Meetings three times per year: <ul style="list-style-type: none"> o In-person meeting in conjunction with PCCB meeting; o In-person meeting on the margins of the COP; o Virtual meeting between sessions; - Overview of ICM progress presented during coherence and coordination session at annual PCCB meeting (with participation of PCCB meeting observers).
Structure	<p>PCCB Working Group I manages the ICM process, with support from the secretariat. The ICM is open to nominated representatives of constituted bodies, operating entities, those responsible for relevant processes under the Convention and Paris Agreement and the secretariats that support them.</p> <p>The management team of the ICM is responsible for planning and implementing meetings, and overseeing the effectiveness of the platform, with support from the secretariat.</p>
Communication	A digital platform is used for communication.
Reporting modalities	Periodic monitoring and yearly reporting on informal coordination meetings, knowledge products and other work
Working modalities/ activities	<p>Interactions (communication and work products, including on collaborative activities) outside meetings are primarily digital.</p> <p>Meetings are held three times per year and are open to ICM members. The annual virtual meeting acts both as a planning meeting, examining future activities and exploring areas of coherence, potential areas of duplication and synergies, and also as an opportunity to reflect on work completed over the previous year. The two in-person meetings will be held in conjunction with PCCB meetings and on the margins of the COP. ICM members will interact with PCCB Network members and other PCCB meeting observers during PCCB meetings.</p>

V. Proposed time frame and next steps

19. Work on establishing the ICM would commence upon finalization and approval by the PCCB of this concept note.

20. It is anticipated that the ICM would launch in 2021 and run until the end of 2024. The ICM would be evaluated in 2023 and the results reported to the COP and CMA. The PCCB would decide whether or not to extend the time period of the ICM on the basis of the evaluation results and any guidance received by the COP and/or CMA. If extended, the ICM would be expected to incorporate any recommendations for improvements from the evaluation in 2024 and from the COP and/or the CMA, in preparation for continued operation.