



**Paris Committee on Capacity-building**

2 May 2023

**Seventh meeting**  
**Bonn, 12–14 June 2023**

**Provisional agenda and annotations**

**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. Implementation of the 2021–2024 workplan of the Paris Committee on Capacity-building:
  - (a) Enhancing coherence and coordination of capacity-building under the Convention;
  - (b) Identifying capacity gaps and needs, both current and emerging, and recommending ways to address them;
  - (c) Promoting awareness-raising, knowledge- and information-sharing, and stakeholder engagement.
5. Recommendations of the Paris Committee on Capacity-building to Parties.
6. Monitoring and evaluation of the work of the Paris Committee on Capacity-building.
7. Focus area of the Paris Committee on Capacity-building for 2024.
8. Other matters.
9. Closure of the meeting.

## II. Annotations to the provisional agenda

### 1. Opening of the meeting

1. The 7<sup>th</sup> meeting of the Paris Committee on Capacity-building (PCCB) will be opened on 12 June 2023 by the Co-Chair of the PCCB, Roberta Ianna, who will preside over the meeting until the new Co-Chairs of the PCCB have been elected.
2. The PCCB will welcome the new members who were elected at the twenty-seventh session of the Conference of the Parties (COP), who will begin their term at the meeting.

### 2. Organizational matters

#### A. Adoption of the agenda

3. *Action:* The PCCB will be invited to adopt the agenda for the meeting.
4. *Background:* The provisional agenda was prepared by the secretariat and shared with the PCCB for comments prior to the meeting.

PCCB/2023/1	<i>Provisional agenda and annotations</i>
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#### B. Organization of work

5. *Action:* The PCCB will be invited to agree on the organization of work for the meeting.
6. *Background:* The meeting will be held in person in Bonn from 12 to 14 June 2023 and is scheduled to begin at 10:00 a.m. Central European Summer Time on 12 June. The meeting will be open to attendance by Parties and accredited observers that have registered prior to the meeting, except where otherwise stated by the PCCB. There will be a live webcast for interested non-registered stakeholders to follow the progress of the meeting.
7. As per previous practice, representatives of UNFCCC constituted bodies, the operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement have been invited to participate in the meeting.
8. The tentative schedule for the meeting presents the proposed sequence and indicative timeline for taking up the agenda items. All agenda items will be addressed initially in plenary. To facilitate participants' preparations for the meeting, all background documents will be made available on the meeting web page<sup>1</sup> a minimum of two weeks prior to the meeting.

PCCB/2023/2	<i>Tentative meeting schedule</i>
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### 3. Election of the Co-Chairs

9. *Action:* The PCCB will be invited to elect its Co-Chairs, in accordance with its terms of reference,<sup>2</sup> to serve for one year, effective from the meeting. The PCCB is encouraged to pursue gender balance when electing its Co-Chairs.
10. *Background:* COP 22 decided that the PCCB shall elect annually two Co-Chairs from among its members to serve for a term of one year each.<sup>3</sup>

<sup>1</sup> See <https://unfccc.int/pccb/pccb-meetings-and-documents#Seventh-PCCB-Meeting-12-14-June-2023>.

<sup>2</sup> Decision 2/CP.22, annex.

<sup>3</sup> Decision 2/CP.22, annex, para. 8.

#### 4. Implementation of the 2021–2024 workplan of the Paris Committee on Capacity-building

11. The PCCB will be invited to discuss progress in implementing its 2021–2024 workplan<sup>4</sup> in line with its three priority areas:

(a) 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;

(b) Identifying capacity gaps and needs, both current and emerging, and recommending ways to address them;

(c) Promoting awareness-raising, knowledge- and information-sharing, and stakeholder engagement.

12. *Action:* Under agenda sub-item (a), the PCCB will be invited to:

(a) Report on activities under the relevant priority area since its 6<sup>th</sup> meeting and on upcoming activities;

(b) Consider the outcomes of the 5<sup>th</sup> meeting of the informal coordination group for capacity-building under the Convention and Paris Agreement (ICG), and agree next steps regarding intersessional work, as appropriate;

(c) Discuss the evaluation of progress of the ICG, including the potential timeline, elements and sources of information for the evaluation contained in the relevant background note, and agree on the approach and timeline for the evaluation.

13. *Background:* Under priority area A of its 2021–2024 workplan, the PCCB is undertaking a range of activities aimed at enhancing coherence and coordination of capacity-building under the Convention and the Paris Agreement. A presentation of recent and upcoming activities in this area will be given at the meeting and the slides will be made available on the meeting web page prior to the meeting.

14. To advance work under this priority area, the PCCB decided to establish in 2021 the ICG, comprising representatives of constituted bodies, operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement, to provide a conducive space for planning and coordination and better opportunities for collaborating and sharing information on capacity-building.<sup>5</sup>

15. The ICG meets twice yearly on the margins of the sessions of the COPs and the subsidiary bodies. The PCCB conducts regular intersessional work on the basis of the outcomes of the meetings of the ICG. The 5<sup>th</sup> meeting of the ICG is scheduled for 6 June 2023.

16. In line with the workplan for 2021–2024, the ICG is to be evaluated in 2023. The background note outlines the potential timeline, elements and sources of information for the evaluation for consideration by the PCCB.

PCCB/2023/3

*Evaluation of progress of the informal coordination group for capacity-building under the Convention and Paris Agreement*

17. *Action:* Under agenda sub-item (b), the PCCB will be invited to:

(a) Report on the activities undertaken under priority area B since the 6<sup>th</sup> meeting of the PCCB and upcoming activities;

(b) Discuss its efforts to gather and promote the development and dissemination of tools and methodologies, including consideration of the background note containing the draft call for submissions on tools and methodologies for assessing and addressing capacity gaps and needs related to accessing climate finance;

<sup>4</sup> Available at <https://unfccc.int/documents/267207>.

<sup>5</sup> See activity A.1.1 in the 2021–2024 PCCB workplan.

(c) Discuss the planning of the technical session focusing on enhancing the ownership of developing countries of building and maintaining capacity at the 5<sup>th</sup> Capacity-building Hub.

18. *Background:* Under priority area B of its 2021–2024 workplan, the PCCB is undertaking a range of activities aimed at identifying and addressing current and emerging capacity gaps and needs. A presentation of recent and upcoming activities in this area will be given at the meeting and the slides will be made available on the meeting web page prior to the meeting.

19. In line with the workplan for 2021–2024, the PCCB will issue a new call for submissions related to tools and methodologies for implementing capacity-building in 2023.<sup>6</sup> The PCCB agreed intersessionally that the scope of the call for submissions will be on tools and methodologies for assessing and addressing capacity gaps and needs related to accessing climate finance. A draft call for submissions has been prepared for consideration. The findings of this call for submissions will be synthesized and will inform the future work of the PCCB, which will include a technical session on the theme of the call for submissions at the 6<sup>th</sup> Capacity-building Hub at COP 29.<sup>7</sup>

20. In its workplan for 2021–2024, the PCCB agreed to deliver a technical session focusing on enhancing the ownership of developing countries of building and maintaining capacity at the forthcoming 5<sup>th</sup> Capacity-building Hub at COP 28.<sup>8</sup> A technical paper entitled “Enhancing the ownership of developing countries of building and maintaining capacity for climate action”<sup>9</sup> launched by the PCCB at COP 27 will serve as an input for the preparation of the session. A plenary discussion will be facilitated under this agenda item to gather additional perspectives and inputs from PCCB members and observers.

PCCB/2023/4	<i>Draft call for submissions on tools and methodologies for assessing and addressing capacity gaps and needs related to accessing climate finance</i>
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21. *Action:* Under agenda sub-item (c), the PCCB will be invited to:

(a) Report on the activities undertaken under priority area C since the 6<sup>th</sup> meeting of the PCCB and upcoming activities;

(b) Discuss the implementation of the focus area of the PCCB for 2023, including a discussion on the findings from the synthesis of submissions on the 2023 focus area, the outcomes of the 12<sup>th</sup> Durban Forum on capacity-building, held on 7 June 2023, and the scope of the 2023 Durban Forum Deep Dive webinar;

(c) Consider the background note on the coordination of the PCCB Network post-pilot phase and agree on working modalities for its coordination and next steps, as appropriate;

(d) Consider the background note containing the draft concept note for the PCCB regional thematic dialogues in 2023 and agree on the next steps with regard to the planning and organization of the dialogues, as appropriate;

(e) Consider the background note containing the draft concept note for the 5<sup>th</sup> Capacity-building Hub at COP 28 and agree on the next steps with regard to the planning and organization of the hub, as appropriate.

22. *Background:* Under priority area C of its 2021–2024 workplan, the PCCB is undertaking a range of activities aimed at promoting awareness-raising, knowledge- and information-sharing, and stakeholder engagement with bodies and actors under and outside the Convention and the Paris Agreement. A presentation of recent and upcoming activities in this area will be given at the meeting and the slides will be made available on the meeting web page prior to the meeting.

23. 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>10</sup> The co-facilitators of the 12<sup>th</sup>

<sup>6</sup> See activity B.2 in the 2021–2024 PCCB workplan.

<sup>7</sup> See activity B.2 in the 2021–2024 PCCB workplan.

<sup>8</sup> See activity B.3.1 in the 2021–2024 PCCB workplan.

<sup>9</sup> Available at <https://unfccc.int/documents/622128>.

<sup>10</sup> Decision 15/CP.24, para. 6.

Durban Forum will be invited to report on the outcomes of the Forum at the 7<sup>th</sup> meeting of the PCCB to enable the PCCB to discuss and consider them in its follow-up work.

24. The PCCB focus area for 2023 is capacity-building support for adaptation, with a focus on addressing gaps and needs related to formulating and implementing national adaptation plans. In January 2023, the PCCB issued a call for submissions from Parties and non-Party stakeholders (observers and organizations) by 28 February 2023 to guide its work on the 2023 focus area.<sup>11</sup> A synthesis report of the submissions has been published in May 2023.<sup>12</sup>

25. In its workplan for 2021–2024, the PCCB set out a cross-fertilization approach, creating an enhanced interchange between discussions at the annual Durban Forum and the annual work of the PCCB related to its focus area. The approach comprises the active participation and engagement of the PCCB in the Durban Forum and a number of follow-up activities, including the above-mentioned discussion of Durban Forum outcomes at the annual PCCB meetings, one or several follow-up webinars to discuss the Durban Forum topics and subtopics in more detail and a day dedicated to the annual PCCB focus area at the annual Capacity-building Hub.<sup>13</sup> A plenary discussion will be facilitated under this agenda sub-item to gather perspectives and inputs from observers regarding the potential scope, objectives, modalities and partner organizations for the Durban Forum follow-up webinar to be organized by the PCCB in the second half of 2023.

26. In April 2020, the PCCB launched the PCCB Network,<sup>14</sup> a voluntary association of stakeholders aimed at fostering synergies and enhancing coherence and coordination of capacity-building efforts for climate action.<sup>15</sup> In April 2023, the PCCB Network published its annual report and celebrated its fourth anniversary. The results from the evaluation of the pilot phase of the Network were presented at COP 27.

27. The PCCB engages with stakeholders at the regional level by organizing an annual thematic dialogue series at the regional climate weeks.<sup>16</sup> The most recent series, entitled “Capacities needed for the horizontal and vertical integration of nationally determined contributions”, concluded on 31 August 2022 with an event at the Africa Climate Week.<sup>17</sup> For the cycle of regional climate weeks beginning in 2023, the PCCB is conceptualizing a new event series, which will be thematically aligned with its 2023 focus area. A plenary discussion will be facilitated under this agenda sub-item to gather views, ideas and suggestions from observers regarding the organization of this dialogue series.

28. The 5<sup>th</sup> Capacity-building Hub is scheduled to be held at COP 28.<sup>18</sup> A flagship activity of the PCCB, the Capacity-building Hubs<sup>19</sup> at sessions of the COP comprise a series of capacity-building-related events focused on specific themes and typically take place over a week. COP 25 mandated the PCCB to continue holding the Capacity-building Hubs annually in conjunction with the sessions of the COP.<sup>20</sup> A plenary discussion will be facilitated under this agenda sub-item to gather views, ideas and suggestions from observers on the organization of the 5<sup>th</sup> Capacity-building Hub.

<i>PCCB/2023/6</i>	<i>Coordination of the PCCB Network post-pilot phase</i>
<i>PCCB/2023/7</i>	<i>Draft concept note for the PCCB regional thematic dialogues in 2023</i>
<i>PCCB/2023/8</i>	<i>Draft concept note for the 5<sup>th</sup> Capacity-building Hub</i>

<sup>11</sup> See activity C.1.1 in the 2021–2024 PCCB workplan.

<sup>12</sup> Available at <https://unfccc.int/documents/628026>.

<sup>13</sup> See activity C.1.2 in the 2021–2024 PCCB workplan.

<sup>14</sup> See <https://unfccc.int/pccb-network>.

<sup>15</sup> See activity C.4.2 in the 2021–2024 PCCB workplan.

<sup>16</sup> See activity C.4.1 in the 2021–2024 PCCB workplan.

<sup>17</sup> See [https://unfccc.int/pccb/regional-activities#\\_22](https://unfccc.int/pccb/regional-activities#_22).

<sup>18</sup> See activity C.3 in the 2021–2024 PCCB workplan.

<sup>19</sup> See <https://unfccc.int/capacity-building-hub>.

<sup>20</sup> Decision 9/CP.25, annex.

## 5. Recommendations of the Paris Committee on Capacity-building to Parties

29. *Action:* Under this agenda item the PCCB will be invited to consider the background note containing draft recommendations to Parties for consideration at COP 28 and at the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its fifth session.

30. *Background:* The PCCB has been mandated by the COP and CMA to provide recommendations to Parties related to:

- (a) Improving coherence and coordination of capacity-building and avoiding duplication of efforts;
- (b) Enhancing the ownership of developing countries of building and maintaining capacity;
- (c) Enhancing the sharing of good practices, experience and lessons learned related to capacity-building among relevant bodies under and outside the Convention;
- (d) Potential areas of collaborative work with those bodies whose work is relevant to the PCCB and its workplan, within their mandates;
- (e) How information from the Durban Forum can be utilized by bodies under and outside the Convention.<sup>21</sup>

31. Break-out group discussions will be facilitated under this agenda item to gather views and perspectives from observers on the draft recommendations and to explore ways to further enhance their reach and impact. The recommendations will be finalized by the PCCB intersessionally and included in the annual technical progress report of the PCCB for 2023.

*PCCB/2023/5*                      *Draft recommendations of the Paris Committee on Capacity-building to Parties*

## 6. Monitoring and evaluation of the work of the Paris Committee on Capacity-building

32. *Action:* Under this agenda item the PCCB will be invited to:

- (a) Consider the second review report on progress in implementing the communication and stakeholder engagement strategies of the PCCB for 2021–2024 and discuss identified challenges and areas for improvement;
- (b) Take stock of progress in implementing its gender mainstreaming standard;
- (c) Consider the implementation of its monitoring and evaluation framework and discuss any challenges, including with regard to the impact of its work at the national and subnational level.

33. *Background:* At its 5<sup>th</sup> meeting, the PCCB agreed on new communication and stakeholder engagement strategies, including a results-based assessment framework, to support implementation of its 2021–2024 workplan.<sup>22</sup> Since July 2021, the PCCB has been implementing the strategies and a second review report on progress is being prepared for consideration by the PCCB at its 7<sup>th</sup> meeting.

34. In 2019, the PCCB launched its gender mainstreaming strategy.<sup>23</sup> The implementation of the strategy is overseen by the gender focal point of the PCCB and gender-related activities fall under the mandate of working group 2 of the PCCB on cross-cutting issues.<sup>24</sup>

35. Break-out group discussions will be facilitated under this agenda item to gather views and perspectives from observers on the following topics:

<sup>21</sup> Decision 9/CP.25, annex, paras. 1(b), 2(c) and 3(b) and decision 3/CMA.2, para. 4. The corresponding activities in the PCCB workplan for 2021–2024 are activities A.2, B.3 and C.2.

<sup>22</sup> Available at <https://unfccc.int/documents/279255>.

<sup>23</sup> See FCCC/SBI/2019/13, annex.

<sup>24</sup> For more information on the working group see <https://unfccc.int/pccb/pccb-working-groups#WG2>.

- (a) Addressing the communication- and engagement-related challenges identified in the second review report;
- (b) Further enhancing gender mainstreaming across its activities;
- (c) Improving the impact of the PCCB at the national and subnational level.

PCCB/2023/9      *Second review report on progress in implementing the communication and stakeholder engagement strategies of the Paris Committee on Capacity-building for 2021–2024*

## 7. Focus area of the Paris Committee on Capacity-building for 2024

36. *Action:* The PCCB will be invited to discuss and agree on its 2024 focus area with a view to including information thereon in its 2023 technical progress report.

37. *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>25</sup>

## 8. Other matters

38. *Action:* The PCCB will be invited to appoint a gender focal point for one year in accordance with its gender mainstreaming standard.<sup>26</sup>

39. The PCCB will also be invited to update the membership and leadership of its four PCCB working groups<sup>27</sup> and update its focal points for other constituted bodies, the operating entities of the Financial Mechanism and UNFCCC processes.

40. The PCCB will further be invited to consider the process for preparing and finalizing its 2023 technical progress report for COP 28 and CMA 5.<sup>28</sup>

41. In addition, any other matters that arise during the meeting will be taken up under this agenda item.

## 9. Closure of the meeting

42. The meeting is scheduled to be closed at 1 p.m. Central European Summer Time on 14 June 2023.

<sup>25</sup> Decision 1/CP.21, para. 74.

<sup>26</sup> FCCC/SBI/2019/13, annex, para. 9. The role of the gender focal point is to champion the integration of gender considerations into the work of the PCCB, liaise with the gender focal points of the other constituted bodies, the secretariat and stakeholders that can support gender integration, and identify and share related successes and challenges.

<sup>27</sup> Information on the current membership of the four working groups valid until 11 June 2023 is available at <https://unfccc.int/pccb/pccb-working-groups>.

<sup>28</sup> Decisions 1/CP.21, para. 80, 2/CP.22, annex, para. 17, and 3/CMA.2, para. 8.