



Paris Committee on Capacity-building

30 May 2024

**Eighth meeting
Bonn, 10–12 June 2024**

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. Monitoring and evaluation of the work of the Paris Committee on Capacity-building.
6. Upcoming work* of the Paris Committee on Capacity-building:
 - (a) Lessons learned from the 2021–2024 workplan, with a view to inform the development of the next workplan;
 - (b) Responding to the outcomes of the first global stocktake on capacity-building;
 - (c) Focus area of the Paris Committee on Capacity-building for 2025.
7. Recommendations of the Paris Committee on Capacity-building to Parties.
8. Other matters.
9. Closure of the meeting.

* Pending the outcomes of the second review of the Paris Committee on Capacity-building.

II. Annotations to the provisional agenda

1. Opening of the meeting

1. The 8th meeting of the Paris Committee on Capacity-building (PCCB) will be opened on 10 June 2024 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 elected at the twenty-eighth 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/2024/1	Provisional agenda and annotations
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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 10 to 12 June 2024 and is scheduled to begin at 2 p.m. Central European Summer Time on 10 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.

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 page¹ a minimum of two weeks prior to the meeting.

PCCB/2024/2	Tentative meeting schedule
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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,² 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.³

¹ See <https://unfccc.int/pccb/pccb-meetings-and-documents#Eighth-PCCB-Meeting-10-12-June-2024>.

² Decision 2/CP.22, annex.

³ 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 workplan⁴ 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 7th meeting and on upcoming activities;

(b) Consider the outcomes of the 6th and the 7th meetings of the informal coordination group for capacity-building under the Convention and Paris Agreement (ICG), and agree next steps regarding intersessional work, as appropriate.

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.

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.⁵

15. The ICG meets twice yearly on the margins of the sessions of the COP and the subsidiary bodies. The PCCB conducts regular intersessional work on the basis of the outcomes of the meetings of the ICG. The 7th meeting of the ICG is scheduled for 4 June 2024.

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

(a) Report on the activities undertaken under priority area B since the 7th meeting of the PCCB and upcoming activities;

(b) Consider the background note on the synthesis of submissions on tools and methodologies for assessing and addressing capacity gaps and needs related to accessing climate finance;

(c) Discuss the planning of the technical session focusing at the 6th Capacity-building Hub on existing key tools and methodologies for implementing capacity-building activities aimed at enabling the achievement of the long-term goals of the Paris Agreement.

17. *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.

18. In line with the workplan for 2021–2024, the PCCB issued a call for submissions related to tools and methodologies for implementing capacity-building in 2023 and 2024.⁶ The synthesis report on this call for submissions was published and will inform the future work of the PCCB.⁷

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

⁵ See activity A.1.1 in the 2021–2024 PCCB workplan.

⁶ See activity B.2 in the 2021–2024 PCCB workplan.

⁷ Available at: https://unfccc.int/sites/default/files/resource/PCCB_2024_3_Synthesis%20TM.pdf.

19. In its workplan for 2021–2024, the PCCB agreed to deliver a technical session on existing key tools and methodologies for implementing capacity-building activities aimed at enabling the achievement of the long-term goals of the Paris Agreement at the forthcoming 6th Capacity-building Hub at COP 29.⁸ A plenary discussion will be facilitated under this agenda item to gather additional perspectives and inputs from PCCB members and observers.

PCCB/2024/3 Synthesis of submissions on tools and methodologies for assessing and addressing capacity gaps and needs related to accessing climate finance

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

(a) Report on the activities undertaken under priority area C since the 7th meeting of the PCCB and upcoming activities;

(b) Discuss the implementation of the focus area of the PCCB for 2024, including a discussion on the findings from the synthesis of submissions on the 2024 focus area, the outcomes of the 13th Durban Forum on capacity-building, held on 5 June 2024, and the scope of the 2024 Durban Forum Deep Dive webinar;

(c) Consider the background note containing the draft concept note for the 6th Capacity-building Hub at COP 29 and agree on the next steps regarding the planning and organization of the Hub, as appropriate.

21. *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.

22. 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.⁹ The co-facilitators of the 13th Durban Forum will be invited to report on the outcomes of the Forum at the 8th meeting of the PCCB to enable the PCCB to discuss and consider them in its follow-up work.

23. The PCCB focus area for 2024 is capacity-building support for adaptation, with a focus on addressing gaps and needs related to accessing finance for national adaptation plans. In January 2024, the PCCB issued a call for submissions from Parties and non-Party stakeholders (observers and organizations) by 31 March 2024 to guide its work on the 2024 focus area.¹⁰ A synthesis report on the submissions has been published in May 2024.¹¹

24. 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.¹² 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, including the Durban Forum Deep Dive webinar.

25. The PCCB engages with stakeholders at the regional level by organizing an annual thematic dialogue series.¹³ While the events within this series usually take place at the regional climate weeks, the secretariat is identifying other events taking place in the regions to host events and continue this dialogue series in 2024.

⁸ See activity B.2 in the 2021–2024 PCCB workplan.

⁹ Decision 15/CP.24, para. 6.

¹⁰ See activity C.1.1 in the 2021–2024 PCCB workplan.

¹¹ Available at: https://unfccc.int/sites/default/files/resource/PCCB_2024_5_synthesis_focusareas.pdf.

¹² See activity C.1.2 in the 2021–2024 PCCB workplan.

¹³ See activity C.4.1 in the 2021–2024 PCCB workplan.

26. The 6th Capacity-building Hub is scheduled to be held at COP 29.¹⁴ A flagship activity of the PCCB, the Capacity-building Hubs¹⁵ 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.¹⁶ A plenary discussion will be facilitated under this agenda sub-item to gather views, ideas and suggestions from observers on the organization of the 6th Capacity-building Hub.

PCCB/2024/5	<i>Synthesis of submissions on the 2024 focus area of the Paris Committee on Capacity-building</i>
PCCB/2024/6	<i>Draft concept note for the 6th Capacity-building Hub</i>

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

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

(a) Consider the final review report on progress in implementing the communication and stakeholder engagement strategies of the PCCB for 2021–2024¹⁷ 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.

28. *Background:* At its 5th 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.¹⁸ Since July 2021, the PCCB has been implementing the strategies and a final review report on progress is being prepared for consideration by the PCCB at its 8th meeting.

29. In 2019, the PCCB launched its gender mainstreaming strategy.¹⁹ 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.²⁰

30. A facilitated plenary discussion will be organized under this agenda item, to:

(a) Review and reflect on the overall progress made in the implementation of the communications and stakeholder engagement strategies to inform the development of potential future strategies subject to the second review of the PCCB;

(b) Further enhancing gender mainstreaming across its activities;

(c) Improving the impact of the PCCB at the national and subnational level.

PCCB/2024/7	<i>Final review report on the implementation of work under the strategies for communications and stakeholder engagement (2021–2024)</i>
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6. Upcoming work of the Paris Committee on Capacity-building

31. The PCCB will be invited to adopt a holistic view on its upcoming work, taking into account the mandates to the PCCB from the first global stocktake, reflections on the 2021–2024 workplan and the focus area for 2025. These discussions will be held with the caveat that the second review

¹⁴ See activity C.3 in the 2021–2024 PCCB workplan.

¹⁵ See <https://unfccc.int/capacity-building-hub>.

¹⁶ Decision 9/CP.25, annex.

¹⁷ Available at

https://unfccc.int/sites/default/files/resource/PCCB_2024_7_Communications%20and%20stakeholder%20engagement%20a.pdf.

¹⁸ Available at <https://unfccc.int/documents/279255>.

¹⁹ See FCCC/SBI/2019/13, annex.

²⁰ For more information on the working group see <https://unfccc.int/pccb/pccb-working-groups#WG2>.

of the PCCB is to be initiated at the sixtieth sessions of the subsidiary bodies (SB 60) and the discussions at this meeting are not intended to pre-empt the discussions on the second review of the PCCB at SB 60.

32. As the agenda sub-items below are interlinked, they will be discussed in an interactive format, including through breakout groups, to gather views and perspectives from PCCB members and observers.

33. *Action:* Under agenda sub-item (a), the PCCB will be invited to reflect on the work under the 2021–2024 workplan and any lessons learned that should be considered to inform the development of the next workplan.

34. *Background:* The PCCB agreed on its 2021–2024 workplan at its 4th meeting and has implemented the workplan within the established period. This discussion will provide an opportunity to reflect on the implementation of the workplan and consider any lessons learned regarding the:

- (a) Three priority areas;
- (b) Annual focus areas;
- (c) Activities;
- (d) Deliverables;
- (e) Results.

35. *Action:* Under agenda sub-item (b), the PCCB will be invited to consider the outcomes of the first global stocktake relating to capacity-building,²¹ and in particular the specific requests to the PCCB,²² in its upcoming activities, including the next workplan and the focus area for 2025.

36. *Background:* At its fifth session, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) requested the PCCB, through the outcomes of the first global stocktake, to identify, in coordination with Parties, other constituted bodies and programmes and relevant stakeholders, current activities for enhancing the capacity of developing countries to prepare and implement nationally determined contributions, and also requested the secretariat to facilitate the sharing of knowledge and good practices for the preparation and implementation of nationally determined contributions, including through workshops.²³

37. CMA 5 also encouraged the PCCB to consider new activities, including those related to adaptation, Article 6 of the Paris Agreement and the enhanced transparency framework under the Paris Agreement in deciding on its future annual focus areas.²⁴

38. *Action:* Under agenda sub-item (c), the PCCB will be invited to discuss and agree on its 2025 focus area with a view to including information thereon in its 2024 technical progress report.

39. *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.²⁵

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

40. *Action:* Under this agenda item, the PCCB will be invited to consider the background note containing draft recommendations to Parties for consideration at COP 29 and CMA 6.

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

- (a) Improving coherence and coordination of capacity-building and avoiding duplication of efforts;

²¹ Decision 1/CMA.5, paras. 111–120.

²² Decision 1/CMA.5, paras. 117 and 119.

²³ Decision 1/CMA.5, para. 117.

²⁴ Decision 1/CMA.5, para. 119.

²⁵ Decision 1/CP.21, para. 74.

- (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.²⁶

42. Breakout 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 2024.

PCCB/2024/4 Draft recommendations of the Paris Committee on Capacity-building to Parties

8. Other matters

43. *Action:* The PCCB will be invited to appoint a gender focal point for one year in accordance with its gender mainstreaming standard.²⁷
44. The PCCB will also be invited to update the membership and leadership of its four PCCB working groups²⁸ and update its focal points for other constituted bodies, the operating entities of the Financial Mechanism and UNFCCC processes.
45. The PCCB will further be invited to consider the process for preparing and finalizing its 2024 technical progress report for COP 29 and CMA 6.²⁹
46. In addition, any other matters that arise during the meeting will be taken up under this agenda item.

9. Closure of the meeting

47. The meeting is scheduled to be closed at 4.30 p.m. Central European Summer Time on 12 June 2024.

²⁶ 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.

²⁷ 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.

²⁸ Information on the current membership of the four working groups valid until 9 June 2024 is available at <https://unfccc.int/pccb/pccb-working-groups>.

²⁹ Decision 1/CP.21, para. 80, decision 2/CP.22, annex, para. 17, and decision 3/CMA.2, para. 8.