

Second meeting of the Advisory Board of the Santiago network

04 July, 2024

Geneva, Switzerland

Version 03 July 2024

I. Provisional Agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Organizational matters
4. Secretariat recruitment
5. Guidelines on preventing potential and addressing actual and perceived conflicts of interest
6. Rules of procedure of the Advisory Board
7. Santiago network strategy & results framework
8. Santiago network indicative multi-year budget
9. Guidelines on designation of OBNEs
10. Guidelines and procedures for responding to requests for technical assistance, including for urgent response
11. Guidelines on managing funding
12. High-level dialogue of the new funding arrangements
13. Date and venue of the next meeting
14. Any Other Matters
15. Closure of the meeting

II. Annotations to the agenda

1. Opening of the meeting

1. The Co-Chairs of the Advisory Board of the Santiago network (AB) will open the Second meeting of the AB on 4 July 2024 at 09.00 CET.

2. Adoption of the agenda

2. The provisional agenda for the second AB meeting will be presented by the chair for adoption by members.
3. Action: AB members will be invited to adopt the agenda.

SNAB/2024/2/01.Rev.3	Provisional agenda and annotations
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3. Organizational matters

Meeting proceedings

4. The second meeting of the Santiago network AB will be held on 4th July. The open meeting will be preceded by informal consultations of AB members and representatives on 2-3 July 2024.
5. The co-chairs will provide information pertaining to the meeting, including access to documents and other information about participation.
6. Relevant documents and updates will be posted on the Santiago network web page. The working language of the meeting is English, and there will be no translation.
7. The AB is invited to adopt the schedule of work for this meeting as contained in document SNAB/2024/2/11

SNAB/2024/2/11	Schedule of work
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Observer participation

8. Registered observers for the meeting will be welcome to attend the meeting unless otherwise decided by the AB. They will be invited to make interventions under substantive agenda items and to participate in parallel working group discussions during the meeting if such are established.
[The recordings will be available after the meeting via the Santiago network webpage.]

4. Secretariat recruitment

9. Paragraph 7.f. in the Terms of reference of the Santiago network details that the AB will endorse the appointment of the director of the Santiago network secretariat.

10. In keeping with Decisions 6/CMA.5 and 2/CP.28, the AB at its first meeting (18-20 March 2024) encouraged the host to promptly launch the process for selecting the director of the Santiago network secretariat following the selection of Geneva as the location for the head office of the Santiago network secretariat, and asked to share the terms of reference of the director with the AB before its issuance. Having incorporated feedback received from the AB, the vacancy announcement was posted on 23 April 2024 with application deadline of 02 June 2024.
11. Activity 16 in the Santiago network work programme approved by the AB at its first meeting details that the recruitment for the regional officers will commence subsequent to the appointment of the director following further guidance from the AB and in a phased approach.
12. Actions: (i) The chair will invite the host of the Santiago network, UNDRR and UNOPS, to provide an update on the recruitment of the director and staff of the secretariat head office. (ii) The AB will be invited to provide further guidance on the recruitment for the regional officers including their locations in a phased approach.

5. Guidelines on preventing potential and addressing actual and perceived conflicts of interest

13. The CMA, by decision 6/CMA.5, endorsed by decision 2/CP.28, requested the UNFCCC secretariat to develop draft guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network, including any conflicts of interest that may arise when organizations, bodies, networks and experts (OBNEs) are engaged in providing technical support to the Santiago network secretariat while responding to technical assistance requests, or when the host of the Santiago network secretariat is responding as an OBNE to technical assistance requests, for review and approval by the AB at its first meeting.
14. In its first meeting, the AB considered the presentation of the UNFCCC secretariat on the draft guidelines, took note of the document and requested the UNFCCC secretariat to update the guidelines based on the inputs provided by members and that will be shared in writing with the Santiago network secretariat, particularly in light of the approved interim work programme for the Santiago network.
15. *Action:* The AB will be invited to review and approve the revised guidelines on preventing potential and addressing actual and perceived conflicts of interest presented by the UNFCCC secretariat.

SNAB/2024/2/02	Draft guidelines on preventing potential and addressing actual and perceived conflicts of interest
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6. Rules of procedure of the Advisory Board

16. Decision 12/CMA.4, para. 14, endorsed in decision 11/CP.27, and decision 6/CMA.5, para. 25, endorsed in decision 2/CP.28, requested the AB to develop its draft rules of procedure with a view to recommending them, through the subsidiary bodies at their sixty-first sessions (November

2024), for consideration and adoption by the governing body or bodies at the session(s) to be held in November 2024.

17. In its first meeting, the AB decided to use the draft outline as contained in document SNAB/2024/1/09 as a basis for developing the draft rules of procedure for consideration and approval at the next meeting of the AB. A small team of AB members were requested to prepare the draft with the support of the interim secretariat.
18. Action: The AB will be invited to review and approve the draft Rules of procedure of the AB prepared by the small team of AB members.

SNAB/2024/2/03	Draft rules of procedure of the Advisory Board of the Santiago network
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7. Santiago network strategy & results framework

19. As per the Activity 8 in the Santiago network work programme approved by the AB at its first meeting the Secretariat developed a draft of a 3- or 5-year strategy for the Santiago network, to align with the timeline of the ExCom work plan, under the direction of the AB, through a coordinated participatory approach.
20. Action: The AB will be invited to provide guidance on the Santiago network results framework as contained in document SNAB/2024/2/04 and also the indicative outputs, outcomes, and indicators to be included in proposals that will be annexed to contribution agreements with donors.

SNAB/2024/2/04	Strategy and Results Framework Discussion Paper
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8. Santiago network indicative multi-year budget

21. Decision 6/CMA5, para. 35, welcomes the pledges made to the Santiago network as at 6 December 2023 by the European Union and its member States Denmark, Germany, Ireland and Luxembourg, and by Switzerland and the United Kingdom of Great Britain and Northern Ireland, amounting to approximately USD 40.7 million. Paragraph 69 of decision 1/CMA.3, states that the Santiago network secretariat will administer the funds referred to in paragraph 67 of the same decision.
22. Paragraph 7.c. in the Terms of reference of the Santiago network details that the AB will approve the annual budget of the Santiago network. At its first meeting, the AB approved the estimated annual budget for 2024.
23. Noting, however, a requirement of contributors to the Santiago network is for estimated multi-year budgets, the Santiago network secretariat has drafted an indicative multi-year budgets for the Santiago network which can be attached as annex to the contribution agreements with donors.
24. Action: The AB will be invited to provide guidance for the indicative multi-year budget that will be annexed to contribution agreements with donors.

SNAB/2024/2/05	Santiago network indicative 5-year budget
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SNAB/2024/2/10	Indicative Budget Scenarios 2024-26
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9. Guidelines on designation of OBNEs

25. The terms of reference of the Santiago network as contained in decision 12/CMA4 endorsed in 11/CP.27, stated that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the AB¹ including developing guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network.
26. At its first meeting, the AB discussed some key elements of the planned SN guidance on (i) designation of OBNEs as members of the Santiago network; (ii) procedures for responding to requests for technical assistance; and (iii) managing funding provided for technical assistance. Elements of discussion included scope, form, access and criteria. The AB decided to task the interim secretariat to develop guidance on modalities for technical assistance and the designation of OBNEs for the consideration of the AB.
27. *Action*: The AB will be invited to consider the guidelines as contained in document SNAB/2024/2/06.Rev.1 for designating OBNEs for finalization and approval.

SNAB/2024/2/06.Rev.1	Draft guidelines for designating OBNEs.
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10. Guidelines and procedures for responding to requests for technical assistance, including for urgent response

28. Decision 12/CMA4, para. 17, endorsed in 11/CP.27, decided that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the AB², including developing guidelines and procedures for responding to requests for technical assistance, including considering the development of procedures for those that require an urgent response.
29. In its first meeting, the AB discussed some key elements of the planned SN guidance on procedures for responding to requests for technical assistance. Elements of discussion included scope, form, access and criteria. The AB decided to task the interim secretariat to develop guidance on modalities for technical assistance for the consideration of the AB.
30. *Action*: 1) The AB will be invited to consider procedures for responding to requests for technical assistance, including for urgent response, as contained in document SNAB/2024/2/07, for finalization and approval. 2) The AB will also be requested to provide guidance on possible activities that the secretariat could undertake to support developing countries in accessing technical assistance.

SNAB/2024/2/07	Draft guidelines and procedures for responding to requests for technical assistance
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¹ Taking into account decision 19/CMA.3, para. 9, endorsed in decision 17/CP.26, and decision 1/CMA.3, para. 67, i

² Ibid.

11. Guidelines on managing funding

31. Decision 12/CMA4, para. 17, endorsed in 11/CP.27, decided that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the AB³, including developing guidelines for managing funding provided for technical assistance, including to ensure that technical assistance funded directly by the Santiago network is made available to communities particularly vulnerable to the adverse effects of climate change, including through levels of minimum percentage of technical assistance funded directly by the Santiago network directed to communities particularly vulnerable to the adverse effects of climate change.
32. *Action*: The AB will be invited to provide guidance on guidelines for managing funding as contained in document SNAB/2024/2/08.

SNAB/2024/2/08	Draft guidelines for managing funding.
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12. High-level dialogue of the new funding arrangements

33. Decisions 1/CP.28 and 5/CMA.5 adopted decisions for the further operationalization of the new funding arrangements, including the fund, for responding to loss and damage referred to decision 2/CP.27 and 2/CMA.4. As part of these decisions, an annual high-level dialogue will be co-convened by the UN Secretary-General and the loss and damage fund board. The Santiago network is among the 30 high-level representatives to be invited to the dialogue.
34. Decision 6/CMA5, para. 35, requests the AB of the Santiago network to designate a representative or two representatives to take part in the annual high-level dialogue on coordination and complementarity with representatives of the main entities forming part of the new funding arrangements, referred to in paragraph 2 of decisions 2/CP.27 and 2/CMA.4, pursuant to paragraphs 11–16 of annex II to decisions -/CP.2818 and decision 6/CMA.5.
35. In its first meeting (18-20 March 2024) the AB decided to explore options for creating synergies with the loss and damage funding arrangements and the fund as part of a wider architecture on loss and damage, including the naming of representatives, at the next meeting, to participate in the high-level dialogue to be convened by the UN Secretary-General.
36. *Action*: The AB will be invited to name member(s) for the high-level dialogue and consider input of the SNLD.

13. Date and venue of the next meeting

37. Decision 12/CMA.4, endorsed in decision 11/CP.27, para. 12, requests the AB to meet at least twice a year, where possible in connection with meetings of the Executive Committee, while retaining its flexibility to adjust the number of meetings to suit its needs. At its first meeting, the

³ Ibid.

Advisory Board agreed to hold its third meeting in Bonn following the 21st meeting of the Executive Committee of the Warsaw International Mechanism.

38. Action: The AB will be invited to consider and agree on the dates and venue of its next meetings.

14. Any Other Matters

39. The AB will be invited to collaboratively adopt the decisions of this meeting based on the agreements of each agenda item.
40. Any other matters arising during the meeting will be taken up under this item.
41. Action: The AB will agree on the process to adopt the decisions of the meeting.

15. Closure of the meeting