

Informal consultations of the Advisory Board of the Santiago network

02-03 July, 2024

Geneva, Switzerland

Version 06 June 2024

Purpose: The Santiago network Advisory Board (AB) informal consultations will focus on providing guidance and input on the designation of OBNEs, modalities for technical assistance, and management of funding which will contribute to the operationalization of technical assistance under the Santiago Network. Draft objectives, outcomes and indicators for the Santiago network as well as an indicative 5-year budget will also be tabled for discussion.

Co-chairs: Mr Akio Takemoto and Mr Alpha Oumar Kaloga

Participants: AB Members, Representatives, Interim Secretariat, and representatives of joint hosts (UNDRR & UNOPS). Observers will be invited to attend the informal consultations.

Facilitators: Facilitators of each session will be selected from the AB members.

Day 1: Tuesday 2 July 2022

SR	Session	Time (CET)
1.	Opening <ul style="list-style-type: none"> • Mr Akio Takemoto • Mr Alpha Oumar Kaloga 	09:00 - 9:30
2.	Santiago network strategy, theory of change, & results framework <p>The focus of this session will be on the AB providing guidance and input into the Santiago network strategy, theory of change, & results framework in advance of submission for approval at the Third AB meeting tentatively scheduled for September. Further discussions with the AB will be planned intersessionally as needed. Draft objectives, outputs and indicators, if agreed, could also be included in proposals that will be annexed to contribution agreements with donors.</p> <p>Inputs: Draft strategy outline, draft theory of change, and draft results framework.</p>	09:30 - 11:30
	Coffee/tea break	11:30 - 11:45
3.	Santiago network indicative 5 year budget <p>The focus of this session will be on the AB's review and input into the indicative 5 year budget to be attached to bilateral contribution agreements with donors.</p> <p>Inputs: Draft indicative 5 year budget.</p>	11:45 - 12:30
	Lunch Break	12:30 - 13:30

SR	Session	Time (CET)
3.	<p>Designation of OBNEs</p> <p>The focus of this session will be on the AB providing guidance and input into and the designation of OBNEs.</p> <p>Inputs: Draft guidelines on designation of OBNEs.</p>	13:30 - 15:30
	Coffee/tea break	15:30 - 16:00
	Designation of OBNEs continued.	16:00 - 18:00

Day 2: Wednesday 3 July 2022

SR	Session	Time (CET)
4.	Organizational remarks for Day 2	09:00 - 9:30
5.	<p>Responding to requests for technical assistance</p> <p>The focus of this session will be on the AB providing guidance and input into the guidelines for responding to requests for technical assistance. An update/discussion on any request for TA will be included.</p> <p>Inputs: Draft guidelines and procedures for responding to requests for technical assistance, including considering the development of procedures for those that require an urgent response.</p> <p><i>Coffee/tea break during the session.</i></p>	09:30 - 13:00
	Lunch Break	13:00 - 14:00
	Responding to requests for technical assistance continued.	14:00 - 15:00
	Coffee/tea break	15:00 - 15:30
6.	<p>Managing funding</p> <p>The focus of this session will be on the AB providing guidance on guidelines for managing funding.</p> <p>Inputs: Draft guidelines for managing funding</p>	15:30 - 18:00

Second meeting of the Advisory Board of the Santiago network

04 July, 2024

Geneva, Switzerland

Version 06 June 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 5-year budget
9. Guidelines on designation of OBNEs
10. Procedures for responding to requests for technical assistance, including for urgent response
11. Guidelines on managing funding
12. High-level dialogue and input of the SNLD
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 first 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	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. 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.

Observer participation

6. 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

7. 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.
8. At the first meeting of the AB (18-20 March 2024), the host was encouraged to promptly launch the process for selecting the director of the Santiago network secretariat following the selection of 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. The vacancy announcement was posted on 23 April 2024 with application deadline of 02 June 2024.
9. Activity 16 in the Santiago network work programme approved by the AB at its first meeting (18-20 March 2024) 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.

10. Actions: (i) The chair will invite the hosts 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 endorse the appointment of the director of the Santiago network secretariat if a preferred candidate has been identified (iii) 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

11. 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.
12. In its first meeting (18-20 March 2024), 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.
13. *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	Revised 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

14. Decision 12/CMA4, para. 14, endorsed in 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.
15. In its first meeting (18-20 March 2024), 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.
16. *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

17. Activity 8 in the Santiago network work programme approved by the AB at its first meeting (18-20 March 2024) details that the Secretariat will develop 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. The strategy and results framework are to be submitted to the AB for approval in Q3 2024.
18. Action: Following the informal consultations of the AB (2-3 July 2024), the AB will be invited to provide guidance on the Santiago network strategy and results framework and endorse indicative outputs, outcomes, and indicators to be included in proposals that will be annexed to contribution agreements with donors.

SNAB/2024/2/04	Santiago network indicative outputs, outcomes, and indicators
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8. Santiago network indicative 5-year budget

19. 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.
20. 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 (18-20 March 2024) the AB approved the estimated annual budget for 2024.
21. In order to progress contribution agreements with donors who made pledges to the Santiago network (e.g. the EU and SDC), the secretariat has developed an indicative 5-year budget for the Santiago network which can be attached as annex to these agreements.
22. Action: Following the informal consultations of the AB (2-3 July 2024), the AB will be invited to comment and endorse the indicative 5-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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9. Guidelines on designation of OBNEs

23. 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 AB¹ including developing guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network.

24. At its first meeting (18-20 March 2024) 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, as required in the CMA/COP decisions, for the consideration of the AB.
25. *Action*: Following the informal consultations of the AB (2-3 July 2024), the AB will be invited to consider and approve guidelines for designating OBNEs.

SNAB/2024/2/06	Draft guidelines for designating OBNEs.
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10. Procedures for responding to requests for technical assistance, including for urgent response

26. 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.
27. In its first meeting (18-20 March 2024) 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, as required in the CMA/COP decisions, for the consideration of the AB.
28. *Action*: Following the informal consultations of the AB (2-3 July 2024), the AB will be invited to consider and approve procedures for responding to requests for technical assistance, including for urgent response. 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 procedures for responding to requests for technical assistance, including for urgent response.
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11. Guidelines on managing funding

29. 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

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.

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.

30. *Action*: Following the informal consultations of the AB (2-3 July 2024), the AB will be invited to provide guidance on guidelines for managing funding.

SNAB/2024/2/08	Draft guidelines for managing funding.
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12. High-level dialogue and input of the SNLD

31. Decision 6/CMA.5, 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.
32. 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.
33. *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

34. 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.
35. The interim secretariat will share a questionnaire in advance of the meeting to confirm members/representatives availability for the Third Meeting of the AB in September.
36. *Action*: The AB will be invited to consider and agree on the dates and venue of its next meetings.

14. Any Other Matters

37. Any other matters arising during the meeting will be taken up under this item.

15. Closure of the meeting

³ Ibid.