

Guidelines on the dissemination of documents prepared by the Technology Executive Committee

I. Scope

1. The Technology Executive Committee (TEC), in undertaking the activities of its workplan, and in accordance with its mandated functions and overall objective, may draft various documents, such as:
 - (a) Background or technical papers;
 - (b) TEC Briefs (technology/policy briefs);
 - (c) TEC Flyers.
2. The dissemination of TEC documents will be guided by a set of principles (refer to section II) and the type of intended audience (section III), and executed by different means or actions (section IV).
3. This guideline is a living document and may evolve overtime as the TEC may decide to modify its scope and/or the means of dissemination or communication.

II. Guiding principles

1. Effectiveness

4. The selection of a mean(s) or action(s) to disseminate a TEC document should be based on ensuring that the targeted audience is effectively reached and that the information contained in the document is effectively conveyed.

2. Efficiency

5. The selection of a mean(s) or action(s) to disseminate a TEC document should be based on ensuring that the resources used for the dissemination (e.g. people, time, material, etc.) are proportional to the objective to be fulfilled. In other words, it is recommended that a mean(s) or action(s) for dissemination should not be selected if it will require large resources for little impact.

3. Customization

6. The selection of a mean(s) or action(s) to disseminate a TEC document should be issued and based on an identification of the specific targeted audience and the type of document that is to be disseminated.

4. Timeliness

7. The selection of a mean(s) or action(s) to disseminate a TEC document should be based on ensuring that the document will be disseminated in a timely manner.

III. Audience

8. The intended audience of a TEC document is defined at the preparation of the document, before the drafting begins. However, the selection of means will take into account the type of audience already defined. Intended audience of TEC documents includes Parties in general and a broad range of stakeholders at the international, regional,

national and subnational levels, including intergovernmental organizations, non-governmental organizations, research and academic institutes, business and industry, civil society, etc.

IV. Means or actions to disseminate documents of the Technology Executive Committee

A. Technology information clearing house

1. TEC documentation page

9. A dedicated page on the technology information clearing house (TT:CLEAR) could be created under the ‘Technology Executive Committee’ page to post TEC documents (i.e. this page could be called ‘TEC Documentation’).

2. TT:CLEAR homepage

10. When a TEC document is finalized, it could be announced on the ‘Latest News’ carousel on the homepage of TT:CLEAR.

B. Webcast of the meetings of the Technology Executive Committee

11. Meetings of the TEC are webcast. During a TEC meeting, an announcement could be made when a TEC document is agreed upon, clearly identifying:

- (a) The document; stating its title, general scope and audience;
- (b) Where the document may be found (i.e. posted on TT:CLEAR on a specific section/page, etc.);
- (c) How the document will be disseminated, including whether it will be presented at an event or workshop.

C. Network of National Designated Entities

12. The network of National Designated Entities (NDEs) could be used for disseminating TEC documents. This could contribute to ensuring coherence and synergy within the Technology Mechanism, by enhancing the relationship and collaboration between the TEC and the CTCN.

13. TEC documents could be sent by emails directly to the contact person of the NDE (as listed on TT:CLEAR), inviting them to share such documents with national stakeholders involved in technology development and transfer.

D. Network of the Climate Technology Centre

14. TEC documents could be circulated with the organizations which comprise the Network of the Climate Technology Centre. This could contribute to ensuring coherence and synergy within the Technology Mechanism, by enhancing the relationship and collaboration between the TEC and the Climate Technology Centre and Network (CTCN).

15. TEC documents could be sent by emails directly to a focal point of the organization, inviting them to share such documents with national stakeholders involved in technology development and transfer.

E. Bodies under the Convention

16. TEC documents could be distributed to bodies established under the Convention that may have a direct interest in these documents. Those may include the Adaptation Committee, the Least Developed Countries Expert Group, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, the Standing Committee on Finance, the Board of the Green Climate Fund, etc.

F. Network of relevant stakeholders

17. A network of relevant stakeholders involved in technology development and transfer could be sent TEC documents by email.

18. Listserves or news feeds allow short messages to be sent to large electronic mailing lists. If a listserve or news feed (e.g. RRS feed) is created and linked with TT:CLEAR, an announcement could be sent to these lists to disseminate a TEC document to relevant stakeholders.

G. Existing e-networks

19. Existing e-networks, such as Climate-L, could be used to disseminate TEC documents.

H. UNFCCC E-Newsletter

20. TEC documents could be announced in the external E-Newsletter produced by the UNFCCC secretariat.

I. Social media

1. Social networks

21. TEC documents could be announced through the UNFCCC secretariat Twitter account. They could also be announced and posted for downloading on the UNFCCC secretariat Facebook page. Other social networks could be used as they become available and as appropriate.

2. YouTube

22. A short video presenting TEC documents newly issued could be produced and posted on UNFCCC secretariat YouTube channel.

J. Webinars

23. Webinars could be organized by the TEC to launch, present, explain and promote TEC documents.

K. Other media activity

24. Depending on the interest of a TEC document to the general public, the media (e.g. print, television, internet, etc.) could be used to disseminate a TEC document. This could occur, for instance, via the issuing of a press release or the passing of this information to an

informal media network. This will be decided upon on a case-by-case basis, with the support of the Communication and Outreach programme of the UNFCCC secretariat.

L. Preparation and distribution of hard copies

25. Hard copies of TEC documents could be prepared for distribution, such as at various events or workshops (refer to section M. below).

M. Presentation at various events or workshops

1. Side events organized at sessions of the subsidiary bodies and the Conference of the Parties

26. At the sessions of the Conference of the Parties and the subsidiaries bodies, a side event could be organized to present TEC documents.

2. Meetings of relevant institutional arrangements under and outside of the Convention

27. TEC documents could be presented at meetings of relevant institutional arrangements under and outside of the Convention.

3. Workshops or other events

28. TEC documents could be presented at relevant workshops or other relevant events.

V. Monitoring of documents disseminated

29. For some of the means used to disseminate TEC documents, some measures may be put in place to measure the number of documents distributed or the number of users who received the documents. For example, the number of users who will download a document from TT:CLEAR could be measured.
