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**Advisory Board to the CTCN**

**08-10 October 2014**

Fourth meeting

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# Annual Operating Plan Climate Technology Centre and Network

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*For the period: 1<sup>st</sup> January – 31<sup>st</sup> December 2015 (second year of operations)*

This document has been presented to and approved by the CTCN Advisory Board at its 4<sup>th</sup> Meeting held on 8-10 October 2014.

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## Introduction

The Climate Technology Centre and Network (CTCN) was officially open for business in December 2013, at the 19<sup>th</sup> Session of the Conference of Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC).

During the first months of operations, the CTCN started performing its functions of providing technical assistance to developing countries at their requests, creating access to information and knowledge on climate technologies, and fostering collaboration among climate technology stakeholders via a network of academia, private sector, public and research institutions.

This Annual Operating Plan outlines a series of activities and plans to be undertaken for the second year of operation, between 1<sup>st</sup> January 2015 and 31<sup>st</sup> December 2015. It draws from the overarching 5 year Draft Programme of Work approved by the CTCN Advisory Board at its second meeting on 9-11 September 2013<sup>1</sup>. The priorities presented here are informed by the needs expressed by developing countries, as well as the experience gained by CTCN in providing services during its first year of operation.

Building on progress made so far, and in preparation for the second year of operation, the CTCN will work to scale up its activities in all its functions.

Efforts will specifically focus on delivering technical assistance based on requests submitted by developing country NDEs, with a particular emphasis on requests received from Least Developed Countries (LDCs) and other highly vulnerable countries. The CTCN will coordinate with the relevant Consortium Partners and Network members that will deliver the response, and monitor the assistance provided through a comprehensive Monitoring and Evaluation (M&E) system.

In order to meet its technical assistance targets, the CTCN will further develop and conduct capacity building and outreach activities aimed at raising awareness and strengthening the capacities of NDEs for countries to benefit from the CTCN services.

The Network will be further expanded and strengthened. The CTCN will periodically assess and analyse Network membership with a view to do targeted reach out to qualified institutions.

Efforts during the second year of operations will also be directed at facilitating public-private partnerships for climate technology transfer and twinning arrangements through targeted workshops and matchmaking events, with the objective to facilitate subsequent implementation of projects and investments in climate technologies, and to facilitate the sharing of information and best practices on technology transfer.

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<sup>1</sup> <http://www.unep.org/climatechange/ctcn/Portals/50212/Documents/PDF/CTCN%20Programme%20of%20Work.pdf>

Finally, efforts will focus on finalizing, servicing and using a Knowledge Management System, to capture and disseminate information on technologies and provide remote technical assistance through an online helpdesk and ‘Ask and Expert’ feature.

Although this plan focuses on activities that will be undertaken by the CTC core staff, the success of the CTCN also depends on the active engagement of National Designated Entities and Network members, and the financial backing of donors and support of many partners.

## Acronyms

CTC	Climate Technology Centre
CTCN	Climate Technology Centre and Network
CTN	Climate Technology Network
KMS	Knowledge Management System
LDC	Least Developed Countries
M&E	Monitoring & Evaluation
NAMA	Nationally Appropriate Mitigation Action
NAPA	National Adaptation Programmes of Action
NDE	National Designated Entity
NGO	Non-governmental Organisation
RET	Request Expert Team
TEC	Technology Executive Committee (of the UNFCCC)
TNA	Technology Needs Assessment
UNEP	United Nations Environment Programme
UNIDO	United Nations Industrial Development Organisation
UNFCCC	United Nations Framework Convention on Climate Change

## 1. Annual activities and plans

### 1.1 Technical assistance in response to country requests

The CTCN will continue to respond swiftly and efficiently to the increasing requests from developing countries NDEs. It will provide developing countries with high quality technical assistance to facilitate the transfer and dissemination of technologies for enhancing low emissions and climate resilient development in line with their national circumstances and priorities.

The CTCN will therefore build on the experience from and lessons learnt during its first year of operation to scale up activities to respond to technical assistance requests submitted by developing country Parties through their NDEs.

The CTCN will notably:

- Work to ensure that its technical assistance activities are aligned with other UNFCCC processes (TNAs, NAMAs, NAPAs, Adaptation Fund, etc) and other relevant international programmes, as well as with relevant in-country activities and programmes. It will therefore also seek to build on on-going initiatives by Consortium partners, Network members and other stakeholders to ensure that it implements value adding interventions in the requesting developing countries.
- Identify promising types of services of interest to numerous countries to further detail its menu of services, and develop appropriate mechanism to streamline efficient responses. This could for instance include partnerships for financial institutions to facilitate investment in climate technologies.
- Develop the “Technical Assistance Hub” of the KMS to deliver expert/peer advice and remote assistance to requesting countries. The platform will operate in a similar fashion to the Clean Energy Solutions Center and Low Emission Development Strategies Global Partnership (LEDS GP) remote advisory services and expand the scope of such services to additional relevant areas, notably adaptation.
- Further develop transparent and practical procedures for the provision of TA services and periodically refine them taking into account feedback received from NDEs and services providers.
- Promote “success stories” based on the outcomes of its responses to technical assistance requests through the KMS, and periodically provide inputs and recommendations to relevant partners to improve the “Technical Assistance Hub” of the KMS. The KMS will provide information on existing technical assistance requests to the CTCN, and how technical assistance services can bring transformative change (success stories, best practices, case studies and lessons learnt).

- Launch a ‘Request Incubator Programme for Least Developed Countries’, aimed at enhancing the capacities of LDCs to submit sound requests for CTCN technical assistance that will help them achieve their adaptation and low carbon development objectives and targets.

## 1.2 Networking and stakeholder engagement

The CTCN will continue building and strengthening its Network to enable countries to access the best available expertise in response to their requests, and to enrich the KMS with additional expert information, knowledge and tools. It will work towards increasing collaboration with the business and industries (including from the private sector), public institutions, academia, NGOs, and research institutions to facilitate public-private technology transfer partnerships and twinning arrangements through targeted workshops and matchmaking events. To facilitate subsequent implementation of projects and investments in technology transfer, it will promote North–South, South–South and triangular partnerships, including for cooperative research and development.

To increase efficiency, the CTCN will aim at holding workshops and events back-to-back with events organized by other actors whenever possible.

The CTCN will notably:

- Actively promote the development of a competent and active Network that covers a wide range of expertise and approaches by directly reaching out to qualifying institutions notably through its Consortium and other partners, including Advisory Board Members. The CTCN will attempt to expand the Network to ensure good representation from all different stakeholders, from different regions and sub-regions, and within each region ensure there is both mitigation and adaptation focus as well as different sector orientations among the Network members. In areas where the technology landscape include diverse and opposing approaches, the CTCN will try to have this diversity reflected in the network so as to be able to offer countries with a diversity of technical advice through the different network members.
- Review and analyse Network membership quarterly to identify potential gaps in terms the expertise available, sectoral coverage and regional balance. Targeted outreach will then be conducted to address these gaps.
- Develop an engagement mechanism for business and industry including the Private Sector to facilitate interactions with the private sector, through targeted outreach and incentive programmes. Private sector actors, as well as business and industry, will enrich the CTN with key competences required for the implementation of request responses, as well as provide technical knowledge and expertise on climate technologies for the KMS. The CTCN will also facilitate interaction between NDEs and business and industries from within their countries.
- Develop a Engagement Mechanism with universities, research institutions, and civil society organizations to:

- Invite universities, research institutions, and civil society organizations with a needed or relevant expertise to apply to the CTN to join the Network, in both Annex I and non-Annex I countries.
  - Enhance the engagement of universities, research institutions, and civil society organizations working on climate technologies towards CTCN activities, including providing assistance in the preparation and implementation of responses to technical assistance requests from developing countries as appropriate.
  - Facilitate timely flows of relevant knowledge and expertise from universities and research institutions to the CTCN KMS Platform.
- Organize regional and sub-regional networking conferences, workshops and match-making events to foster public–private partnerships and facilitate twinning arrangements e.g. between NDEs, between NDEs and institutions from developing or developed countries, and between research institutes with specific experience on the topic. The twinning arrangements will provide lasting platforms for information exchange, through secondment of personnel or collaborative projects. The CTCN will be developing a short document outlining the strategy for such twinning arrangements to be presented to the Advisory Board at its 5<sup>th</sup> session.

### 1.3 Knowledge management, communication and outreach

The CTCN will continue working towards improving the availability and accessibility of information on climate technologies and related issues through the establishment of its online knowledge management system (KMS). The CTCN’s KMS, and other communication and outreach activities, will further facilitate the sharing of climate technology transfer information and best practices, and increase the awareness on CTCN services.

The CTCN will notably:

- Continue building strategic partnerships to link with existing recognized climate technology knowledge platforms. Linked open data opportunities will be explored, such as datasets that can be retrofitted and linkages that can be made to other climate technology websites to expand the library of relevant information.
- Finalize and launch version 1. of the CTCN KMS, the public-facing CTCN website that will include: (i) a Technical Assistance Hub providing information on existing technical assistance requests to the CTCN as well as information for NDEs on how to submit a request; (ii) a Capacity Building Hub with information on how to utilize CTCN services, as well as training webinars on adaptation and mitigation technologies; (iii) Sectoral Hubs for agriculture, energy, forestry, industry and water with sector specific information resources and links; (iv) Geographic Hubs with interactive maps for each region, regionally-tailored information resources and links; (v) a Network Hub with information on Climate Technology Network membership; and (vi) a news section with calendar.

- Develop additional KMS components notably to facilitate tracking of CTCN services and to facilitate communication and collaboration between NDEs and those responding to their technical assistance requests.
- Implement the internal and external communication strategy in order to promote CTCN services.

## 1.4 Capacity building

The CTCN will continue to enhance human and institutional capacity on climate technologies for adaptation and mitigation through in-person regional training, and support NDEs and other keystakeholders in designing collaborative programmes for meeting priority technology needs.

Given their mandate of submitting and managing requests, NDEs in developing countries act as guarantor for the quality of requests submitted to the CTCN, and subsequently, for their positive impacts. Feedback from participants in the NDE trainings and bilateral talks at the margin of UNFCCC meetings suggest that some NDEs need additional support to be able to play their role effectively. The CTCN will therefore continue to provide capacity building activities and programmes to build and strengthen the capacity of NDEs to develop, adapt and deploy climate technologies at national level, with a particular focus on Least Developed Countries (LDCs).

The CTCN will notably:

- Conduct an induction workshop for newly appointed NDEs structured along the same line as the first round of regional NDE capacity building workshops conducted in 2014. Implement the second round of NDE trainings and networking events, based on countries' priorities identified through the first round of trainings, and additional means such as a questionnaire. NDEs will have the opportunity to share experiences and best practices, explore synergy and possible partnerships with other NDEs, beneficiaries of CTCN assistance, technology providers, representatives from Regional Development Banks and/or other potential financiers. Foster collaboration with NDEs from Annex I countries to stimulate bilateral cooperation on climate technologies.
- Design and conduct programmes aimed at strengthening or building capacities of stakeholders at the national level, with the view of supporting prospective request proponents and beneficiaries of CTCN assistance. In order to do so, the CTCN will work with its Consortium Partners, as well as with organizations already involved in capacity building activities and programmes that are relevant for the CTCN, including with Regional Development Banks currently managing CTCN related pilot projects.
- Conduct, through the KMS, the first round of webinars developed by Consortium Partners. These webinars will provide CTCN stakeholders with a general understanding of different climate technologies.

- Implement the CTCN secondment programme to facilitate the cross-fertilization between the Climate Technology Centre (CTC) and the Climate Technology Network (CTN), as well as the wider CTCN community (Consortium Partners, funds, donor organizations, etc.). Through temporary secondment to the CTC in Copenhagen, Denmark, of staff of CTN members and other directly relevant CTCN partners, it is intended to establish a mutually beneficial process of peer-learning and sharing of good practice, ideas and experience.
- Periodically monitor and evaluate its capacity building activities, with a view to gathering information on participants, success stories, and lessons learnt.

## 1.5 Monitoring and Evaluation (M&E)

Whilst a clear vision and mandate for the CTCN is in place, there is a need to develop an M&E mechanism to monitor and evaluate the CTCN's work and services. The information collected through the M&E mechanism will be used (i) to provide a clear, efficient and timely reporting to the COP/ Parties, TEC, Advisory Board, Donors, UNEP, UNIDO, and other interested entities such as the media and civil society; (ii) to monitor the operational performance of the CTCN and demonstrate the effectiveness of the CTCN Consortium in delivering on its objectives and mandate; and (iii) to gradually strengthen internal knowledge and establish a learning process which will feed into the CTCN KMS.

The CTCN will notably:

- Design an M&E framework that defines the various elements of the CTCN that will need to be monitored, in line with the reporting requirements established under the COP and the Advisory Board. It will thus include activities and results within the three functions of the CTCN, as well as other elements useful for reporting and management purposes. The M&E framework will also provide guidance on how NDEs can monitor the results and impacts of CTCN activities in the countries. To this purpose, the framework will also include guidelines for the Request Expert Team (RET) in charge of defining the assistance to be provided, so that M&E aspects will be an integral part of the response plan (i.e. the action plan to respond to the country request).
- Ensure that the evaluation of CTCN's work and outcomes are, in addition to quantitative indicators, also process-oriented and qualitative. An evaluation framework should be developed that reflect how users of CTCN's services, including NDEs, value its contribution and way of working. It should also be developed to capture real, qualitative outcomes, whether planned or not, and attempt to capture in narrative form and other qualitative methodologies how technical support services have been conducted and how the institution has managed to respond to unforeseen events.
- Develop a set of tools for M&E based on the indicators to be monitored, the processes and elements identified in the M&E framework. The M&E system will enable the CTCN to monitor the quality of its services (including inputs to the KMS), perform a quarterly evaluation/review of

its operational activities (including Consortium Partners and Network member performance), report to the Advisory Board, to the COP, to donors, and fulfill other internal reporting requirements.

## 2. Target outputs

The table below summarizes the target inputs for the second year of operations for the CTCN.

**Table 1: Target outputs for year 2**

Outputs	Year 2
<b>Service: Technical assistance in response to country requests</b>	
Number of quick response interventions	<b>30-40</b>
Number of response projects implemented	<b>40-60</b>
<b>Service: Outreach, networking and stakeholder engagement</b>	
Number of international technology events/forums	<b>4-6</b>
Number of regional public-private sector workshops	<b>6-9</b>
Number of regional networking meetings	<b>6-9</b>
Number of knowledge partners	<b>50</b>
Number of Public-Private Partnerships formed as result of workshops	<b>3</b>
Number of twinning arrangements as a result of networking events	<b>3</b>
<b>Service: Knowledge Management, peer learning and capacity building</b>	
Number of remote technical advisory responses through helpdesk	<b>40-50</b>
Number of capacity building workshops and training events	<b>5-7</b>
Tools and information materials, including coverage of lessons and best practices captured	<b>1000</b>
Number of trained CTCN NDEs	<b>100</b>
Number of trained CTCN clients	<b>250</b>
Number of unique KMS users	<b>2500</b>
Number of tool and information resource page visits	<b>13000</b>

## 3. Activities, milestones and timeline

This section provides an estimated timeline of planned activities and associated milestones for the second year of operation of the Centre (see table 3), based on the indicative outputs included in the CTCN Programme of Work. This indicative timeline indicates in red key milestones for each objective, indicating the date by which these milestones will be met, and lists the related activities.

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The final roadmap for the year will depend on the needs expressed by developing countries, the volume and nature of demand for CTCN technical assistance from developing countries, as well as on donor contributions.