

**Provisional agenda and annotations for the First Meeting
of the Technology Executive Committee**

**1–3 September 2011
Bonn, Germany**

Note by the Executive Secretary

I. Provisional agenda

1. Opening of the meeting.
2. Organizational matters:
 - (a) Election of officers;
 - (b) Adoption of the agenda;
 - (c) Organization of the work of the meeting.
3. Vision and expectations of the work of the Technology Executive Committee.
4. Strategic issues and mandated deliverables for Durban:
 - (a) Elaboration of modalities and procedures of the Technology Executive Committee;
 - (b) Annual report on the activities and performance of the Technology Executive Committee;
 - (c) Strategic issues and priorities for 2011.
5. Work plan of the Technology Executive Committee for 2012–2013.
6. Other matters:
 - (a) Dates and venues of the next meeting;
 - (b) Other matters.
7. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening of the meeting

1. The first meeting of the Technology Executive Committee (TEC) will be opened on 1 September 2011 by the Executive Secretary of the UNFCCC secretariat, who will preside over the meeting until a Chair and Vice-Chair have been elected. Opening statements will be made by the President of the Conference of the Parties and by the Executive Secretary.

2. Members will be invited to introduce themselves and to convey their aspirations for the TEC.

3. The secretariat will provide an overview of the status of work and negotiations on strategic issues for Durban, in particular those outstanding issues encompassing the Technology Mechanism that may be of relevance to the work and mandate of the TEC.

<p><i>TEC/2011/1/2 Technology development and transfer under the Convention. Briefing note for the first meeting of the Technology Executive Committee</i></p>
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2. Organizational matters

(a) Election of officers

4. *Background:* The Conference of the Parties (COP), by its decision 1/CP.16, annex IV, paragraph 5, decided that the TEC shall annually elect a Chair and a Vice-Chair from among its members for a term of one year each, with one being a member from a Party included in Annex I to the Convention (Annex I Party) and the other being a member from a Party not included in Annex I to the Convention (non-Annex I Party), and that the positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.

5. *Action:* Members of the TEC will be invited to elect the Chair and Vice-Chair of the TEC.

(b) Adoption of the agenda

6. The provisional agenda for the first meeting of the TEC will be presented for adoption.

<p><i>TEC/2011/1/1 Provisional agenda and annotations for the First Meeting of the Technology Executive Committee. Note by the Executive Secretary</i></p>
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(c) Organization of the work of the meeting

7. *Background:* The first meeting of the TEC will be held from 1–3 September 2011 in Bonn, Germany. A detailed schedule of the meeting will be communicated to the TEC members prior to the meeting. The meeting will be open to attendance by Parties and accredited observer organizations as observers, except where otherwise decided by the TEC (FCCC/CP/2010/Add.1, appendix IV, para. 11). There will be a live webcast of the meeting.

8. *Action:* The TEC will be invited to agree on the organization of the work of the meeting.

3. Vision and expectations of the work of the Technology Executive Committee

9. Members will be invited to convey their vision as to what the TEC could achieve and to identify key strategies that could be used by the TEC to achieve this vision.

4. Strategic issues and mandated deliverables for Durban

(a) Elaboration of modalities and procedures of the Technology Executive Committee

10. *Background:* The COP, by its decision 1/CP.16, paragraph 125, requested the TEC to elaborate its modalities and procedures taking into account the need to achieve coherence and maintain interactions with other relevant institutional arrangements under and outside of the Convention, for consideration by the COP at its seventeenth session.

11. To facilitate the discussion of the TEC on its modalities and procedures, the secretariat prepared a background paper on the modalities of the TEC (TEC/2011/4) and a paper on the draft rules of procedure of the TEC (TEC/2011/3). In addition, members may wish to take note of the paper on possible options for the modalities of the Technology Mechanism prepared by the Expert Group on Technology Transfer (EGTT/2010/13)¹.

12. *Action:* The TEC will be invited to initiate its discussion on modalities to operationalize the functions of the TEC and on the rules of procedure of the TEC, and agree on a process to finalize the elaboration of these modalities and procedures, with a view to making the report on modalities and procedure available for consideration by the COP at its seventeenth session.

TEC/2011/1/3	<i>Background paper on the modalities of the Technology Executive Committee</i>
TEC/2011/1/4	<i>Draft rules of procedure of the Technology Executive Committee</i>

(b) Annual report on the activities and performance of the Technology Executive Committee²

13. *Background:* The COP, by its decision 1/CP.16, paragraph 126, decided that the TEC and the Climate Technology Centre and Network (CTCN) shall report, on an interim basis and without prejudice to the relationship between the TEC and the CTCN to the COP, through the subsidiary bodies, on their respective activities and on the performance of their respective functions.

14. *Action:* The TEC will be invited to consider the structure and main elements to be included in its annual report.

(c) Strategic issues and priorities for 2011

15. The TEC will be invited to consider other strategic issues and priorities for 2011.

5. Work plan of the Technology Executive Committee for 2012–2013

16. *Background:* The TEC may wish to exchange views on its functions and mandates in accordance with decision 1/CP.16, and develop a strategy to guide its work to support the full operation of the Technology Mechanism in 2012.

¹ <http://unfccc.int/ttclear/jsp/EGTTDoc/EGTT_Modalties_draft_working_paper_4%20November.pdf>.

² Pursuant to decision 1/CP.16, paragraph 126.

17. *Action:* The TEC will be invited to initiate discussions on possible elements to be included in its work plan for 2012–2013.

6. Other matters

(a) Dates and venues of future meetings of the TEC

18. The TEC may wish to consider and agree on the dates and venues of its next meeting(s) in 2011.

(b) Other matters

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

7. Closure of the meeting

20. The TEC will be invited to consider next steps and the process for finalizing the report on the meeting. There will be an opportunity for closing statements.

III. Tentative timetable for the first meeting of the Technology Executive Committee

Day 1 (1 September)	
09.00 - 10.00	Registration
10.00 - 11.00	Agenda item 1
11.00 - 11.15	Coffee break
11.15 - 12.30	Agenda item 3
12.30 - 14.00	Lunch
14.00 - 16.00	Agenda item 2
16.00 - 16.15	Coffee break
16.15 - 18.00	Agenda item 4 (a)
Day 2 (2 September)	
09.00 - 11.00	Agenda item 4 (a)
11.00 - 11.15	Coffee break
11.15 - 12.30	Agenda item 4 (b) and (c)
12.30 - 14.00	Lunch
14.00 - 18.00	Agenda item 5
Day 3 (3 September)	
09.00 - 10.00	Agenda item 4 (a)
10.00 - 11.00	Agenda item 5
11.00 - 11.15	Coffee break
11.15 - 12.00	Agenda item 6 and 7