



Technology Executive Committee

29 August 2017

Fifteenth meeting

Bonn, Germany, 12–15 September 2017

Annotations to the provisional agenda

1. Opening of the meeting

1. The Chair of the Technology Executive Committee (TEC) will open the 15th meeting of the TEC (TEC 15) on 12 September 2017.

2. Organizational matters

(a) Adoption of the agenda

2. **Background:** In accordance with the rules of procedure, the TEC shall, at the beginning of each meeting, adopt the meeting agenda. A draft provisional agenda for TEC 15 was prepared by the TEC Chair and Vice-Chair, with the assistance of the secretariat, and was circulated to TEC members for comments prior to the meeting.¹
3. **Expected action:** The TEC will be invited to adopt the agenda for TEC 15.

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| <i>TEC/2017/15/1 Provisional agenda for the 15th meeting of the Technology Executive Committee</i> |
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(b) Organization of work

4. **Background:** TEC 15 will be held from 12 to 15 September 2017, scheduled to begin at 14:00 on 12 September. The meeting will be open to attendance by Parties and accredited observer organizations as observers, except where otherwise decided by the TEC. There will be a live webcast of the meeting.
5. A tentative work schedule for the meeting presents the proposed sequence and indicative timeline for the agenda items. As part of the meeting, each TEC task force will be invited to provide an update during the first day on their progress of work since the last meeting. In addition, work in breakout groups will be conducted during the meeting.
6. **Expected action:** The TEC will be invited to take note of the proposed organization of the work of the meeting.

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| <i>TEC/2017/15/3 Tentative work schedule for the 15th meeting of the Technology Executive Committee</i> |
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(c) Membership matters

7. **Background:** At TEC 15, the TEC will be updated on the status of the TEC membership.
8. **Expected action:** The TEC will be invited to take note of the membership status.

¹ All documents prepared for TEC 15 are accessible at <http://unfccc.int/tclear/tec/meetings.html>.

3. Update on relevant meetings, events and initiatives

(a) Outcomes of the Bonn climate change conference of May 2017

9. **Background:** The forty-sixth sessions of the Subsidiary Body for Implementation (SBI) and the Subsidiary Body for Scientific and Technological Advice (SBSTA) as well as the third part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA) took place from 8 to 18 May 2017, in Bonn, Germany. The conference also included many other meetings and events.
10. At TEC 15, the secretariat will present the main outcomes of the conference, in particular those relevant to the work of the TEC. The TEC Chair and Vice-Chair will report on their participation in relevant meetings and events. TEC members participating on behalf of the TEC at the first meeting of the Paris Committee on Capacity Building, which took place in conjunction with the SB 46, will be invited to report on their participation.
11. **Expected action:** The TEC will be invited to take note of the information provided.

TEC/2017/15/4 *Background note on the main outcomes of the Bonn climate change conference of May 2017*

(b) Outlook of the Bonn climate change conference of November 2017

12. **Background:** The twenty-third session of the Conference of the Parties (COP), the thirteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, the second part of the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), SBI 47, SBSTA 47 and APA 1-4 will be held in Bonn, Germany, from 6-17 November 2017.
13. At TEC 15, the secretariat will be invited to provide an overview of the preparation of the Bonn climate change conference of November 2017 including events which are of relevance to the work of the TEC.
14. **Expected action:** The TEC will be invited to take note of the information provided.

(c) Technology Facilitation Mechanism

15. **Background:** The Technology Facilitation Mechanism (TFM) was launched at the UN Summit in September 2015 with the adoption of the post-2015 development agenda, to support the achievement of the Sustainable Development Goals (SDGs). The TFM comprises: (i) a UN inter-agency task team on science, technology and innovation for the SDGs; (ii) a collaborative annual multi-stakeholder forum on science, technology and innovation (STI) for the SDGs; and (iii) an online platform as a gateway for information on existing STI initiatives, mechanisms and programs.
16. At TEC 15, a representative from the United Nations Environment Programme, as the co-convenor of the UN inter-agency task team together with UNDESA, will be invited to provide an update on the progress of the TFM that may be of relevance to the work of the TEC.
17. **Expected action:** The TEC will be invited to take note of the information provided.

(d) Others

18. **Background:** At TEC 15, TEC members will be invited to share information on their participation in any other meetings, events or initiatives that may be relevant to the work of the TEC.
19. **Expected action:** The TEC will be invited to take note of the information provided.

4. Matters relating to the Climate Technology Centre and Network

20. **Background:** The 10th meeting of the Advisory Board of the Climate Technology Centre and Network (CTCN AB) took place from 29 to 31 August 2017 in Copenhagen, Denmark.

21. At TEC 15, the CTCN-AB Chair and the Director of the CTCN will be invited to share the main outcomes of the 10th meeting of the CTCN AB and provide an update on the operations and progress of work of the CTCN, including areas for possible collaboration with the TEC.
22. **Expected action:** The TEC will be invited to take note of the information provided and exchange views on areas for further collaboration between the TEC and the CTCN that could contribute to enhancing coherent delivery of their activities.

5. Implementation of the rolling workplan for 2016-2018

23. At TEC 12, the TEC adopted its rolling workplan for 2016-2018 which covers activities under three work streams in six thematic areas. The rolling workplan was updated at the 14th meeting of the TEC to incorporate further activities in various thematic areas.²

(a) Technology needs assessments

i. Methodology on monitoring the technology needs assessment results

24. **Background:** As per activity 11 of its rolling workplan for 2016–2018, the TEC is to prepare a draft methodology on how to monitor the TNA results, including what methodology such monitoring should include, with a view to highlight success stories. At TEC 14, the TEC considered and agreed on the draft methodology presented by the secretariat.
25. TEC 14 also agreed to test the proposed option 1 of the monitoring process in a selected number of countries, further elaborate on the objective of such monitoring, and report back on findings at TEC 15. For this purpose, the secretariat organized the testing of draft guidance on monitoring of TAP implementation at the TNA training workshop "Moving from Technology Needs to Implementation of Technology Actions" jointly organized with the UNEP DTU Partnership (UDP) on 27 June 2017 in conjunction with the Africa Carbon Forum 2017 in Cotonou, Benin.
26. At TEC 15, the task force on TNA, with the assistant of the secretariat, will be invited to present the key findings in testing the proposed option for monitoring of the TAP implementation. The task force on TNA will also be invited to present a TAP monitoring guidance with a view to be embed it into the TEC Guidance for preparing a Technology Action Plan.
27. **Expected action:** The TEC will be invited to take note of the key findings presented and provide feedback and further guidance as appropriate.

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| TEC/2017/15/5 <i>Draft guidance on monitoring of TAP implementation</i> |
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ii. Alignment of the technology needs assessment process and the process to formulate and implement national adaptation plans

28. **Background:** In response to COP decision 3/CP.21, paragraph 5, and as per activity 9.1 of its workplan for 2016–2018, the TEC is to consider, in collaboration with the CTCN, the Adaptation Committee (AC) and the Least Developed Countries Expert Group (LEG), how Parties could be helped to align their TNAs with the process to formulate and implement national adaptation plans (NAPs). At TEC 14, the TEC considered the draft paper on aligning TNAs with the process to formulate and implement national adaptation plans (NAPs).
29. TEC 14 also invited its task force on TNA, AC, LEG and CTCN to aim to achieve concrete results from this work before the launch of the Global TNA Phase III project by the end of 2017, in order to provide timely input for the 22 countries taking part in the project.
30. At TEC 15, the task force on TNA will be invited to present a draft paper on Aligning TNA process with NAP process, as jointly developed by the AC, the LEG, the CTCN and the TEC, including recommendations to assist Parties on this matter.

² <https://goo.gl/4axRiU>.

31. **Expected action:** The TEC will be invited to consider the draft paper including recommendations referred in paragraph 30 above and provide guidance for the task force to finalise the paper after TEC 15 by the end of 2017.

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| <i>TEC/2017/15/6</i> | <i>Draft paper on Aligning TNA process with NAP process</i> |
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iii. Linkages between the technology needs assessment process and the nationally determined contribution process

32. **Background:** As per activity 9.2 of its workplan for 2016–2018, the TEC is to analyse the linkages between the TNA and the NDC processes. At TEC 13, the TEC considered the draft paper on linkages between the TNA process and the NDC process, and agreed to continue consideration of this matter in 2017.
33. At TEC 15, the task force on TNA will be invited to provide an update regarding progress of the preparation of the paper on linkages between the TNA and NDC process, with focus on good practices of countries.
34. **Expected action:** The TEC will be invited to take note of the information provided and provide further guidance on this work.

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| <i>TEC/2017/15/7</i> | <i>Updated paper on linkages between the TNA and NDC process</i> |
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(b) Climate technology financing

i. Input to the Standing Committee on Finance into the draft guidance to the operating entities of the Financial Mechanism

35. **Background:** The TEC has been invited by the Standing Committee on Finance (SCF) to provide inputs to the SCF with regards to the draft guidance of the Operating Entities (OE) of the Financial Mechanism (FM) to be provided to COP 23. In its invitation, the SCF further elaborated on the scope, format, and timing of the inputs and how these will be processed. In doing so, it highlighted that the annual reports of the OE should form the basis for the inputs provided, using the same template as last year.
36. As per activity 16.2 of its workplan for 2016-2018, the TEC is to provide inputs to the SCF into the draft guidance to the OE of the FM.
37. At TEC 15, the task force on climate technology financing will be invited to present the draft inputs into the draft guidance to the OE of the FM to the TEC.
38. **Expected action:** The TEC will be invited to consider the draft inputs prepared by the task force and agree on the TEC's inputs for the draft guidance to the OE of FM.

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| <i>TEC/2017/15/8</i> | <i>Draft inputs for the draft guidance to the operating entities of the Financial Mechanism</i> |
| <i>FCCC/CP/2017/5</i> | <i>Report of the Green Climate Fund to the Conference of the Parties. Note by the secretariat</i> |
| <i>FCCC/CP/2017/7</i> | <i>Report of the Global Environment Facility to the Conference of the Parties. Note by the secretariat</i> |

ii. Inputs to present the outcomes of the TECs work on innovation and RD&D to the GCF Board

39. **Background:** The Board of the Green Climate Fund (GCF Board) plans to consider at its 18th meeting (30 September – 2 October 2017) options for GCF support for collaborative research and development (R&D) in developing countries. The GCF Board has decided to invite the Chairs of the TEC and the Advisory Board of the CTCN to present to the Board during consideration of this item.
40. As per activity 15.3 of its workplan for 2016–2018, the TEC is to provide inputs to present the outcomes of the TECs work on innovation and research, development and demonstration (RD&D) to the GCF Board at its 18th meeting.

41. At TEC 15, a representative of the GCF secretariat will be invited to provide information on technology related matters which will be considered by the GCF Board at its 18th meeting and which may be of relevance to the TEC.
42. **Expected action:** The TEC will be invited to exchange views on the inputs to be presented to the GCF Board at its 18th meeting through the participation of the TEC Chair and agree on any follow-up actions as needed.
- iii. Inputs for the annual meeting of the GCF with the UNFCCC Thematic Bodies to be organised in conjunction with the COP
43. **Background:** The GCF Board decided to hold an annual meeting in order to enhance cooperation and coherence of engagement between the GCF and UNFCCC thematic bodies. This annual meeting will be organized by the GCF secretariat on an annual basis in conjunction with the COP. The first annual GCF meeting with the thematic bodies of the UNFCCC was held at COP 22 on 9 November 2016.
44. As per activity 15.4 of its workplan for 2016–2018, the TEC is to provide inputs for the annual meeting of the GCF with the UNFCCC Thematic Bodies to be organised in conjunction with COP 23.
45. At TEC 15, a representative of the GCF secretariat will be invited to provide information about the focus of the upcoming annual meeting of the GCF and thematic bodies.
46. **Expected action:** The TEC will be invited to exchange views on the strategic issues the TEC may wish to discuss at the annual meeting including expected outcomes with a view to enhancing collaboration and ensure coherent delivery of support from the GCF and the UNFCCC thematic bodies to developing country Parties to enhance their mitigation and adaptation action on the ground.
- iv. Update of the Poznan strategic programme evaluation report
47. **Background:** In response to the invitation of the SBI 43,³ and as per activity 17 of its workplan for 2016–2018, the TEC is to update its evaluation report of the Poznan strategic programme on technology transfer (PSP).⁴ This update will include experiences and lessons learned from the PSP climate technology transfer and finance centres and the pilot projects of the fourth replenishment of the Global Environment Facility.
48. At TEC 14, the TEC considered the draft terms of reference for updating the PSP evaluation report, presented by its task force on climate technology financing.⁵ The TEC decided to inform SBI 47 on the progress of its work on updating the PSP evaluation and to finalize its updated evaluation report in 2018.
49. At TEC 15, the secretariat will be invited to provide an update on the sources of information relevant to the PSP evaluation.
50. **Expected action:** The TEC will be invited to take note of its progress to update the PSP evaluation, and identify next steps, as appropriate, for completion of the updated evaluation report in 2018.
- (c) Technologies for mitigation
- i. TEC Brief on industrial energy efficiency and material substitution in carbon-intensive sectors
51. **Background:** In response to decision 1/CP.21 paragraph 109(c) and as per activity 6 of its workplan for 2016–2018, the TEC is to take forward the outcomes of the technical examination process (TEP), taking into account the policy options, and identify gaps and replicable best practices or enabling policy conditions. At TEC 13, the TEC agreed to continue its work in the areas of identified gaps, namely industrial energy efficiency and material substitution in carbon-intensive sectors.

³ FCCC/SBI/2015/22, paragraph 79.

⁴ The SBI 40 invited the TEC to evaluate the PSP. As an outcome from this evaluation, the TEC submitted an evaluation report to SBI 43. See document FCCC/SBI/2015/16.

⁵ <https://goo.gl/eZCD6g>.

52. As part of TEC 14, the TEC held a thematic dialogue on industrial energy efficiency and material substitution in carbon-intensive sectors.⁶ The TEC considered key findings from the thematic dialogue and requested its task force on mitigation to produce a TEC Brief on the basis of those findings. In addition, key findings will be extracted for inclusion in potential executive summaries to convey selected messages to tailored target groups.
53. At TEC 15, the task force on mitigation will be invited to present the draft TEC Brief and the draft executive summaries to tailored target groups.
54. **Expected action:** The TEC will be invited to provide comments on the draft TEC Brief and the draft executive summaries, with a view to finalizing them after TEC15.

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| TEC/2017/15/9 | <i>Draft TEC Brief on industrial energy efficiency and material substitution in carbon-intensive sectors</i> |
| TEC/2017/15/10 | <i>Draft executive summaries to target groups</i> |

ii. Inputs to the assessment of the technical examination process on mitigation to improve its effectiveness

55. **Background:** At TEC 14, the TEC discussed its future engagement in the technical examination process on mitigation (TEP-M) and requested its task force on mitigation to provide inputs to the assessment of the TEP-M to improve its effectiveness to be undertaken by the COP in pursuant to decision 1/CP.21, paragraph 113.
56. At TEC 15, the task force on mitigation will be invited to present draft inputs identifying areas and options that could be considered for the assessment of the TEP-M.
57. **Expected action:** The TEC will be invited to consider and agree on the draft inputs to the assessment of the TEP-M to improve its effectiveness.

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| TEC/2017/15/11 | <i>Background note on inputs to the assessment of the existing technical examination process on mitigation so as to improve its effectiveness</i> |
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(d) Technologies for adaptation

i. Guidance on good practices on South-South cooperation practical learning

58. **Background:** As per activity 13.3 of its workplan for 2016-2018, the TEC is to further work on South-South cooperation (SSC) and triangular cooperation (TrC) on technologies for adaptation, including the development of a compilation of good practices on effective information sharing and practical learning from SSC and TrC on technologies for adaptation.
59. At TEC 15, the task force on adaptation will be invited to present the final draft compilation of good practices on effective information sharing and practical learning from SSC and TrC on technologies for adaptation.
60. **Expected action:** The TEC will be invited to provide comments on the draft document referred to in paragraph 59 above, with a view to finalizing the document after TEC15.

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| TEC/2017/15/12 | <i>Draft compilation of good practices on effective information sharing and practical learning from SSC and TrC on technologies for adaptation</i> |
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ii. Technical expert meeting on adaptation

61. **Background:** As per activity 14 of its workplan for 2016-2018, the TEC is to further engage and contribute to the work of the AC in the preparation of future TEMs on adaptation.
62. At TEC 15, the TEC member participating in the technical examination process on adaptation (TEP-A) Working Group will be invited to present an update on the work on TEMs on adaptation and the engagement of the TEC on this matter.
63. **Expected action:** The TEC will be invited to take note of the update provided and exchange views on further inputs or contributions that the TEC could provide to the TEMs-A.

⁶ http://unfccc.int/ttclear/events/2017_event1.

(e) Innovation and research, development and demonstrationi. Outcomes from special event and TEC Brief on innovation

64. **Background:** As per activities 1 and 19 of its workplan for 2016–2018, the TEC organized a special event on how innovation can support implementation of NDCs and mid-century strategies, during the Bonn Climate Change Conference, May 2017. Also in May, in response to activities 3 and 4 of its workplan, the TEC made publicly available a working paper on enhancing financing for the RD&D of climate technologies.⁷
65. At TEC 14, the TEC requested its task force on innovation and RD&D to prepare a draft TEC Brief and draft key messages on the basis of the TEC special event and the working paper.
66. At TEC 15, the task force will be invited to provide an overview of the TEC special event and describe the draft TEC Brief.
67. **Expected action:** The TEC will be invited to provide comments on the draft TEC Brief, with a view to finalizing it after TEC15.

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| TEC/2017/15/13 <i>Draft TEC Brief on innovation</i> |
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ii. Mapping enabling environments and barriers

68. **Background:** As per activity 2.1 of its workplan for 2016–2018, the TEC is to map TNAs, NDCs and requests submitted to the CTCN regarding enabling environments and barriers. At TEC 14, the TEC requested its task force on innovation and RD&D to initiate work on this task and report on its progress to TEC 15.
69. At TEC 15, the task force will be invited to provide an update on its work on this task.
70. **Expected action:** The TEC will be invited to provide guidance to the task force on this task.

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| TEC/2017/15/14 <i>Concept note: mapping enabling environments and barriers.</i> |
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iii. Further activities on RD&D

71. **Background:** As per its workplan for 2016–2018, the TEC may determine to undertake further activities on RD&D, based on previous work on this issue.
72. At TEC 15, the secretariat will be invited to provide an overview of TEC work on this issue.
73. **Expected action:** The TEC will be invited to discuss and determine any possible further follow-up activities on RD&D, as appropriate.

(f) Emerging and cross-cutting issuesi. Development and enhancement of endogenous capacities and technologies

74. **Background:** COP 21 requested the TEC and the CTCN, in supporting the implementation of the Paris Agreement, to undertake further work relating to, inter alia: (a) technology research, development and demonstration; and (b) the development and enhancement of endogenous capacities and technologies.
75. At TEC 14, the TEC considered the presentation of a preliminary study prepared by the secretariat on the development and enhancement of endogenous capacities and technologies and requested all its task forces to take into account the issues of the development and enhancement of endogenous capacities and technologies in their respective thematic work.
76. TEC 14 also requested its task force on emerging and cross-cutting issues to assist the TEC in defining the concept and scope of endogenous capacities and technologies, with a view to providing general guidance for the further work of the TEC in this area.
77. At TEC 15, the taskforce on emerging and cross-cutting issues will be invited to report on its work to define the concept and scope of endogenous capacities and technologies as requested by TEC14.

⁷ http://unfccc.int/ttclear/docs/TEC_RDD%20finance_FINAL.pdf.

78. **Expected action:** The TEC will be invited to consider the report from the task force and provide guidance on possible further follow-up activities on this issue.

6. Provision of information to the forty-seventh session of the Subsidiary Body for Scientific and Technological Advice on activities relevant for the elaboration of the technology framework

79. **Background:** Article 10, paragraph 4, of the Paris Agreement established a technology framework to provide overarching guidance to the work of the Technology Mechanism in promoting and facilitating enhanced action on technology development and transfer in order to support the implementation of the Paris Agreement. COP 21 requested SBSTA 44 to initiate the elaboration of the technology framework and to report on its findings to the COP with a view to the COP making a recommendation on the framework to the CMA for consideration and adoption at its first session. The SBSTA considered this item at SBSTA 44, 45, and 46.
80. SBSTA 46 further noted that the ongoing work of the TEC and the CTCN, including their work with relevant stakeholders, may be relevant for the elaboration of the technology framework and in facilitating enhanced actions on technology development and transfer. In this context, it invited the TEC and the CTCN to provide at SBSTA 47 information on the following:
- (a) Activities that have been or are currently being undertaken, which are relevant for the implementation of the Paris Agreement, taking into account the key themes and their relation to the technology cycle;
 - (b) Additional activities that the TEC and the CTCN, subject to available resources, could undertake within their respective mandates and functions, individually or jointly, to implement the Paris Agreement.
81. During the intersessional period, the TEC Chair and Vice Chair consulted with the TEC on how the TEC could possibly approach this task and the TEC agreed to request the secretariat under the guidance of the TEC Chair and Vice Chair to prepare a draft information note containing TEC inputs for consideration at TEC15.
82. At TEC 15, the TEC Chair and Vice-Chair will be invited to present the TEC inputs contained in the draft information note on activities relevant for the elaboration of the technology framework.
83. **Expected action:** The TEC will be invited to:
- (a) Consider and agree on the TEC inputs contained in the draft information note;
 - (b) Agree on follow-up actions to finalize this information note for submission to SBSTA 47.

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| TEC/2017/15/15 | <i>Draft information note on TEC and CTCN inputs to SBSTA 47 on activities relevant for the elaboration of the technology framework</i> |
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7. Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network for 2017

- (a) Key messages of the Technology Executive Committee to the Conference of the Parties
84. **Background:** The COP, by its decision 17/CP.20, paragraph 4, decided that the TEC and the CTCN shall continue to prepare a joint annual report to the COP, through the subsidiary bodies, on their respective activities and the performance of their respective functions. As per practice, the TEC includes in its annual report key messages to the COP.
85. At TEC 15, draft key messages to COP 23 prepared by the respective task forces will be further considered in breakout groups, for subsequent consideration and finalization by the TEC.

86. **Expected action:** The TEC will be invited to agree on its key messages to COP 23, to be part of its 2017 annual report.

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| TEC/2017/15/16 | <i>Draft key messages by the Technology Executive Committee to COP 23</i> |
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(b) Report on activities and performance of the Technology Executive Committee

87. **Background:** In accordance with the agreed procedures for preparing the joint annual report,⁸ a section of the joint annual report shall contain the annual report of the TEC.

88. At TEC 15, the TEC Chair and Vice-Chair will be invited to present the draft annual report of the TEC for 2017, contained in the draft joint annual report for TEC and CTCN for 2017, for the TEC's consideration.

89. **Expected action:** The TEC will be invited to provide guidance and to mandate the Chair and Vice-Chair of the TEC to finalize the section on annual report of the TEC for 2017.

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| TEC/2017/15/17 | <i>Draft joint annual report of the Technology Executive Committee and Climate Technology Centre and Network for 2017</i> |
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(c) Joint chapter of the joint annual report

90. **Background:** In accordance with the agreed procedures for preparing the joint annual report, the report shall contain a section as the joint chapter of the TEC and the CTCN. The procedures also note that the Chairs and Vice-Chairs of the TEC and the CTCN-AB are to prepare and finalize this joint chapter, taking into account any comments received from members of the TEC and the CTCN-AB.

91. At TEC 15, the TEC Chair and Vice Chair will be invited to present the draft joint chapter prepared by the Chairs and Vice-Chairs of the TEC and the CTCN-AB.

92. **Expected action:** TEC members will be invited to consider the draft joint chapter and provide inputs for the Chairs and Vice-Chairs of the TEC and the CTCN-AB to take into account in finalizing the joint chapter.

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| TEC/2017/15/18 | <i>Draft joint chapter prepared by the Chairs and Vice-Chairs of the TEC and the CTCN-Advisory Board</i> |
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8. Communication and outreach activities

93. **Background:** At TEC 12, the TEC agreed on a communications and outreach strategy,⁹ which aims to support and enhance the visibility of the TEC's output.

94. At TEC 15, the secretariat will be invited to update the committee on communication activities undertaken since the last TEC meeting.

95. **Expected action:** The TEC will be invited to take note of the information provided.

9. Date and venue of the next meetings

96. **Background:** In accordance with the rules of procedure, paragraph 29, the TEC shall meet at least twice a year, resources permitting. Additional meetings may be organized as necessary to enable it to discharge its responsibilities. As per paragraph 32, the TEC Chair and Vice-Chair shall, at the last meeting of the year, propose, for the approval of the TEC, a provisional schedule of meetings for the subsequent year.

⁸ See the Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network for 2013 (http://unfccc.int/documentation/documents/advanced_search/items/6911.php?priref=600007368).

⁹ <http://goo.gl/du4yyQ>.

97. At TEC 15, the TEC Chair and Vice-Chair will propose a provisional schedule of the TEC meetings for 2018.
98. **Expected action:** The TEC will be invited to agree on a provisional schedule of meetings for 2018.

10. Other matters

99. **Background:** On 15 May 2017, the TEC Chair received a letter from the CTCN Advisory Board Chair on the participation of the CTCN Advisory Board in the TEC task force on innovation and RD&D. The TEC Chair responded to the CTCN Advisory Board Chair by welcoming the engagement of the CTCN Advisory Board in the TEC task force on innovation and RD&D, which supports the Committee to implement its 2016-2018 rolling workplan on related matters. The TEC Chair further noted that the TEC will consider the letter at TEC 15.
100. **Expected action:** The TEC will be invited to consider the letter of the CTCN Advisory Board Chair and determine any follow-up action, as appropriate.

11. Closure of the meeting

101. The TEC Chair will be invited to recap the key outcomes of the meeting and close the meeting.
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