



Technology Executive Committee

02 April 2024

Twenty-eighth meeting

16–19 April 2024 (19 April TEC-CTCN Advisory Board Joint session)

Rethinking the TEC annual report

Background note

I. Introduction

A. Background

1. The TEC shall report¹ to the Conference of the Parties (COP) and Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), through the subsidiary bodies, on its activities and the performance of its functions. Since its establishment, the TEC has received various reporting-related mandates and guidance from Parties through COP/CMA decisions.²

2. The TEC, with support from the secretariat and in adherence with the UNFCCC standard practices for the preparation of official documents, has reflected such guidance in the formulation of its annual reports on a continual basis.³

3. At TEC 27, the TEC noted that the current format of the annual report, including the limit on the word count of text for translation, has hindered the TEC from adequately presenting the full scope of its activities and findings from its work, and requested the secretariat to present options for addressing this matter at the next meeting.

B. Scope of the note

4. This note aims to provide a set of information that may inform the discussions of the TEC at its 28th meeting regarding potential amendments to its annual report(s). The note contains:

(a) An overview of reporting-related mandates and guidance by the COP/CMA to the TEC, including relevant guidance provided through the first periodic assessment of the effectiveness and adequacy of the support provided to the Technology Mechanism in supporting the implementation of the Paris Agreement on matters relating to technology development and transfer,⁴ hereafter refer to as PATM (Section II);

(b) Current status of the application of relevant guidance by Parties in annual reports of the TEC (Section III); and

¹ Decision 1/CP.16; Decision 1/CP.21.

² The full list of COP and CMA decisions on matters related to technology development and transfer are available on TT:CLEAR at: <https://unfccc.int/ttclear/negotiations>.

³ TEC annual reports are made available on TT:CLEAR, at: <https://unfccc.int/ttclear/tec/documents.html>.

⁴ See: FCCC/SBI/2022/13.

(c) Proposed approaches and options for potential amendments in the formulation of the future reports to better reflect activities of the TEC and findings from its work (Section IV).

5. This note is focused on the annual report of the TEC and does not address matters reported in the joint chapter of the joint annual report of the TEC and CTCN.

C. Possible action by the Technology Executive Committee

6. The TEC is invited to consider the information provided, and discuss any follow-up action(s), taking into account options provided in section IV, with a view to inform the preparation of the TEC annual report for 2024.

II. Overview of reporting-related mandates and guidance by the COP/CMA to the TEC

7. The TEC shall report to the COP and CMA, through the subsidiary bodies, on its activities and the performance of its functions, including:

(a) Recommendations to the COP or other relevant bodies under the Convention, actions to promote technology development and transfer and to address barriers;⁵

(b) Information on actions in strengthening the linkages between the Technology Mechanism (TM) and the Financial Mechanism (FM);⁶

(c) Information on challenges and lessons learned in implementing its mandates and the technology framework,⁷ and its efforts to address the challenges;⁸

Additional guidance related to reporting on ‘challenges and lessons learned’ through PATM:⁹ “Information on efforts by the TEC to overcome challenges it faces and to identify opportunities for improvement”

(d) Information on the monitoring and evaluation (M&E) of the results and impact of its activities, and on tracking of progress and methodologies used;¹⁰

(e) Information on efforts related to integrating gender considerations in its work;¹¹

(f) Information on efforts related to engagement and outreach to stakeholders and national designated entities (NDEs)¹² including any technical and logistical support provided to NDEs;¹³

(g) Information on how it responded to mandates of Parties in the implementation of its work¹⁴ and on activities and actions under the technology framework that have been implemented under its workplan;¹⁵

⁵ Decision 4/CP.17, Annex.

⁶ Decision 14/CP.22.

⁷ Decision 15/CP.22; Decision 18/CP.27.

⁸ Decision 13/CP.24.

⁹ FCCC/SBI/2022/13, Annex I, p. 29: questions (h) and (i).

¹⁰ Decision 13/CP.24; Decision 9/CP.26.

¹¹ Decision 14/CP.25.

¹² Decision 14/CP.25.

¹³ Decision 9/CP.28; Decision 14/CMA.5.

¹⁴ Decision 18/CP.27; Decision 19/CMA.4; Decision 9/CP.28; Decision 14/CMA.5.

¹⁵ Decision 19/CMA.4.

Additional guidance related to reporting on ‘Responsiveness to Parties’ guidance & technology framework alignment in reporting’ through PATM:¹⁶ Alignment of the rolling workplans, as well as reporting, with the technology framework (particularly with its five key themes), as a measure of effectiveness

(h) Information on actions undertaken in response to the recommendations contained in the final report of the **PATM**;¹⁷

(i) Information on efforts related to **resource mobilization**.¹⁸

Additional guidance related to reporting on ‘Resource mobilization’ through PATM:¹⁹ Enhancement of efforts towards resource mobilization to meet the costs associated with TEC activities and to report on the lack of resources for implementing TEC mandates

8. Box 1 provides a summary of the key reporting elements extracted from reporting-related mandates and guidance by the COP/CMA to the TEC, outlined in paragraph 7.

Box 1

Key reporting elements, extracted from relevant guidance by the COP/CMA to the TEC since its establishment

Element 1: TEC recommendations

Element 2: TM-FM linkages

Element 3: Challenges, lessons learned & efforts to address them

Element 4: M&E

Element 5: Gender

Element 6: Engagement & outreach including NDE

Element 7: Responsiveness to Parties’ guidance & technology framework alignment in reporting

Element 8: Actions on PATM

Element 9: Resource mobilization

III. Application of relevant guidance by the COP/CMA in annual reports of the TEC

9. The table below maps the coverage of key reporting element (Box 1) against the current outline of the TEC annual report. It indicates that the current format of the TEC annual report covers all reporting-related mandates by COP/CMA. However, some information are double-reported or fragmented across different chapters (e.g. engagement with stakeholders and outreach), and some issues are reported with few details (e.g. alignment with the technology framework and findings from individual activities of the TEC workplan).

¹⁶ FCCC/SBI/2022/13, Annex I, p. 30: question (k).

¹⁷ Decision 20/CMA.4.

¹⁸ Decision 9/CP.28; Decision 14/CMA.5.

¹⁹ FCCC/SBI/2022/13, page 24, para. 75: Recommendation 7.

Review of current format and content of the TEC annual report vis-à-vis the guidance by the COP/CMA

<i>Current table of contents in the latest TEC annual report (2023)</i>	<i>Status of the inclusion of key reporting elements, per guidance by the COP/CMA</i>
Meetings and membership	Procedural info related to the function of the TEC
Implementation of the rolling workplan for 2023–2027 ²⁰ (Workstreams 1-4) (+ link to TEC documents e.g. meeting reports)	Element 2: TM-FM linkages; Element 5: Gender; Element 6: Engagement & outreach including NDE; Element 7: Responsiveness to Parties' guidance & TF alignment in activities/reporting; Element 9: Resource mobilization
Monitoring and evaluating impacts (+ link to TEC documents on M&E)	Element 4: M&E
Communications and stakeholder engagement (+ link to TT:CLEAR)	Element 6: Engagement & outreach including NDE
Gender mainstreaming	Element 5: Gender
Challenges and lessons learned	Element 3: Challenges, lessons learned & efforts to address them
Key messages and recommendations	Element 1: TEC recommendations
+ link to TT:CLEAR: Responses from the TEC to guidance from Parties, including the PATM	Element 7: Responsiveness to Parties' guidance & TF alignment in reporting; Element 8: Actions on PATM

IV. Options for potential amendments in the formulation of future reports

10. The remainder of this note offers a non-exhaustive list of proposed approaches and options for potential amendments in the formulation of future TEC annual reports. These approaches and options may be implemented separately or in combination, used in a step-wise approach, and adjusted over time, as deemed necessary by the TEC.

11. **Option 1.** Streamlining the current organization of the content, e.g. through:

(a) Inclusion of new chapter/sub-chapters for issues that are currently reported as part of broader sections or in multiple places, e.g. TM-FM, resource mobilization, responsiveness to Parties' guidance & technology framework alignment in reporting that are currently reported under the implementation of the rolling workplan;

(b) Combining and streamlining reporting on issues of similar nature, e.g. communications and stakeholder engagement, gender, M&E that currently reported in separate sections as well as in the context of individual activities.

12. **Option 2.** Making use of additional reporting space and webpages to expand the information provided beyond the word limit for translation, e.g. through:

²⁰ Available at: <https://unfccc.int/ttclear/tec/workplan>.

(a) Use of Annexes or informal documents for conveying in-depth information from TEC's work e.g. key messages and recommendations (this has been done before in case of multiple and lengthy sets of recommendations);

(b) Use of TT:CLEAR webpages for conveying information e.g. on communications and stakeholder engagement (this has been piloted in 2023 through the participation webpage on TT:CLEAR);²¹

(c) Use of other TEC reports and documents (e.g. meeting reports, TT:CLEAR webpages) for inclusion of relevant information e.g. on responsiveness to Parties' guidance & technology framework alignment in reporting (this has been piloted in 2023 through tracking for response TEC mandates, placed on TT:CLEAR).²²

13. **Option 3.** Adjusting and refining the content of the report to better reflect the full scope of TEC activities and their findings, e.g. through:

(a) Refining the content of existing chapters to highlight key outcomes of the annual work of the TEC across different activities of its workplan, e.g. to use the challenges and lessons learned section to include findings of the TEC technical work, in addition to operational challenges faced and lessons learned by the TEC in the implementation of its mandate;

(b) Including a new chapter/section/annex to highlight key achievements of the TEC in response to Parties' guidance & technology framework alignment in reporting, including its high-level events, flagship outputs and key messages and recommendations to Parties, taking into account current practices of other UNFCCC bodies (e.g. the Adaptation Committee uses a section 'highlights' in its annual report to shed light on its key achievements);

(c) Reducing the share of wordcount on procedural aspects of the TEC work to the absolute necessity across the entire report and using the majority of the wordcount for highlighting technical and policy-oriented findings and outcomes of the TEC activities.

²¹ Available at: <https://unfccc.int/ttclear/events/participation>.

²² Available at <https://unfccc.int/ttclear/tec/documents.html> (under "Annual reports" tab).