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Annual technical progress report of the Paris Committee on Capacity-building

Summary

This report covers the work of the Paris Committee on Capacity-building between September 2019 and August 2020. It contains organizational and procedural information, including on the meeting held during the reporting period. The report highlights the progress of the Committee in implementing its rolling workplan for 2017–2020 in the areas of promoting coherence and coordination of capacity-building under and outside the Convention and the Paris Agreement; providing technical support and guidance for building climate-related capacity; and undertaking awareness-raising, outreach, and knowledge- and information-sharing.

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Abbreviations and acronyms

ACE	Action for Climate Empowerment
AFB	Adaptation Fund Board
CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
COP	Conference of the Parties
COVID-19	coronavirus disease 2019
CTCN	Climate Technology Centre and Network
GCF	Green Climate Fund
ICG ¹	informal coordination group for capacity-building under the Convention and the Paris Agreement
LCIPP	Local Communities and Indigenous Peoples Platform
NAP	national adaptation plan
NDC	nationally determined contribution
NGO	non-governmental organization
PCCB	Paris Committee on Capacity-building
SB	sessions of the subsidiary bodies
SBI	Subsidiary Body for Implementation
WIM Executive Committee	Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts

¹ Used only in the table in annex I and the figure in annex II.

I. Introduction

A. Mandate

1. COP 21 established the PCCB to address gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination of capacity-building activities under the Convention.²
2. As per its terms of reference, the PCCB is to prepare annual technical progress reports on its work for submission to the COP through the SBI and make the reports available at the sessions of the SBI coinciding with the sessions of the COP.³
3. CMA 2 decided that the PCCB shall also serve the Paris Agreement and confirmed that the PCCB shall report to both the COP and the CMA through its annual technical progress report.⁴

B. Scope of the report

4. This report contains information on the work undertaken by the PCCB between 14 September 2019 and 31 August 2020, including information on the proceedings of its 4th meeting, held virtually in June 2020, and the implementation of its rolling workplan for 2017–2020, for consideration by the SBI.
5. The workplan developed by the PCCB for 2021–2024 is contained in annex I and a concept note developed by the PCCB for establishing an informal coordination group for capacity-building under the Convention and the Paris Agreement is contained in annex II.
6. Owing to the postponement of COP 26, CMA 3 and SBI 53 from 2020 to 2021, Parties will consider the 2020 and 2021 annual technical progress reports of the PCCB together at the sessions scheduled to be held in Glasgow in 2021. For this reason, the PCCB decided to include all its recommendations to the COP and the CMA in the 2021 report.

II. Activities of the Paris Committee on Capacity-building in the reporting period

A. Fourth meeting of the Paris Committee on Capacity-building

1. Election of the Co-Chairs

7. Marzena Chodor (Poland) was re-elected as Co-Chair of the PCCB for a term of one year, effective from its 4th meeting. Yongxiang Zhang (China) was elected as Co-Chair for a term of one year, replacing Rita Mishaan, whose term ended in December 2019.⁵
8. The PCCB expressed its appreciation to Ms. Chodor and Ms. Mishaan for their leadership during the preceding 12 months, which had enabled the PCCB to carry out its work effectively.

² Decision 1/CP.21, para. 71.

³ Decision 2/CP.22, annex, para. 17.

⁴ Decision 3/CMA.2, paras. 3 and 8.

⁵ Prior to the election, the Co-Chairs and the secretariat reminded the PCCB that Parties had recognized the importance of equal representation and participation of women and men in climate discussions and action under the Convention and the Paris Agreement, noting that the COP had adopted a goal of gender balance in bodies established under the Convention and the Kyoto Protocol (decision 23/CP.18) and had highlighted the importance of achieving and sustaining the full, equal and meaningful participation of women in the UNFCCC process (decision 3/CP.25, annex, para. 5). The PCCB was thus encouraged to seek balanced representation between men and women when nominating the Co-Chairs.

9. A list of the members of the PCCB, including the length of their respective terms of office, is available on the UNFCCC website.⁶

2. Proceedings

10. The 4th meeting of the PCCB, the only meeting convened during the reporting period, was held virtually from 22 to 25 June 2020. The meeting was open to Parties and accredited observers that had registered in advance. Non-registered stakeholders were also able to follow the progress of the meeting via live video streaming.

11. The PCCB invited Party observers and observer organizations to express their views on the issues under consideration at the meeting. Representatives of the other constituted bodies under the Convention, the operating entities of the Financial Mechanism and the ACE process also participated in the meeting and engaged in an interactive virtual round-table discussion with the PCCB on enhancing the coherence and coordination of capacity-building under the Convention and the Paris Agreement.

12. A key issue discussed at the meeting was the development of the PCCB workplan for 2021–2024 (see paras. 17–19 below).

13. The PCCB also discussed plans for establishing an informal coordination modality focused on enhancing coordination of capacity-building under the Convention and the Paris Agreement (see paras. 29–31 below) and the pilot phase of the PCCB Network, which was launched in April 2020 (see para. 54 below).

14. The PCCB considered a concept note⁷ on developing a toolkit designed to guide developing countries in assessing their capacity-building gaps and needs in implementing the Paris Agreement, and agreed to continue work on the toolkit intersessionally, with a view to agreeing on scope, approach and format. The PCCB also agreed to further develop the concept note for the toolkit in a participatory manner, led by its working group⁸ and collaborating with, for example, PCCB Network members and other constituted bodies, with a view to agreeing on a final concept note and draft implementation plan for developing the toolkit by the end of 2020.

15. Furthermore, the PCCB discussed various options for its 2021 annual focus area and agreed that this would be building capacity to facilitate coherent implementation of NDCs in the context of national development plans.

16. Video recordings of the meeting are available on the PCCB meetings web page,⁹ along with the meeting report and all other meeting documents and presentation materials.

B. Developing the workplan for 2021–2024

17. COP 25 requested the PCCB to develop a workplan for the period of its extension on the basis of the priority areas and activities contained in the annex to decision 9/CP.25, for consideration at COP 26.¹⁰

18. An initial draft workplan, prepared by the secretariat intersessionally under the guidance of and in consultation with the PCCB, was discussed at the 4th meeting. The PCCB agreed to finalize the workplan intersessionally, taking into consideration all feedback received at the meeting and additional comments received from observers surveyed after the meeting.

19. The finalized draft workplan, contained in annex I, is to be considered by Parties at COP 26, in accordance with decision 9/CP.25, paragraph 15. However, owing to the extraordinary circumstances of the COVID-19 pandemic, which has resulted in a

⁶ See <https://unfccc.int/process-and-meetings/bodies/election-and-membership#eq-4>.

⁷ PCCB document PCCB/2020/4.

⁸ Information on the four working groups of the PCCB is available at <https://unfccc.int/pccb/pccb-working-groups>.

⁹ <https://unfccc.int/pccb/pccb-meetings-and-documents#eq-5>.

¹⁰ Decision 9/CP.25, para. 15.

postponement of COP 26 until 2021, initial work under this workplan is expected to begin in 2021. At COP 26, Parties will consider this workplan and provide further guidance, as appropriate.

C. Implementing the rolling workplan for 2017–2020

20. At its 1st meeting, in 2017, the PCCB agreed on its rolling workplan for 2017–2019.¹¹ COP 23 took note of the workplan¹² and encouraged the PCCB to identify and collaborate with institutions and other stakeholders with relevant expertise, tools and resources, including bodies established under the Convention, in implementing its workplan.¹³

21. COP 25 requested the PCCB to extend its rolling workplan for 2017–2019 to the end of 2020.¹⁴ This report thus marks the conclusion of the first workplan of the PCCB.

22. The table below presents the activities and outputs of the PCCB during the reporting period and indicates where further details thereon can be found in this report.

Activities and outputs of the Paris Committee on Capacity-building between September 2019 and August 2020

<i>Activity/output</i>	<i>Paragraph reference in this report</i>
Coherence and coordination of capacity-building	
Engagement with other constituted bodies and other processes under the Convention and the Paris Agreement	24–31
Collaborative activities with specific constituted bodies	26
Contributions to in-session meetings and events at COP 25 and UNFCCC June Momentum for Climate Change events	27–28
Establishment of an informal coordination group for capacity-building under the Convention and the Paris Agreement	29–31
Engagement with stakeholders outside the Convention and the Paris Agreement	32–35
Technical support and guidance for building climate-related capacity	
Technical support for the 2 nd Capacity-building Hub	37–39
Technical support for the 9 th Durban Forum on capacity-building	40–41
Organization of the virtual Capacity-building Knowledge to Action Day for the Africa region	42
Work on cross-cutting issues	43–49
Awareness-raising, outreach, and knowledge- and information-sharing	
Implementation of the PCCB strategic plan for stakeholder engagement, communications and resource mobilization	50
Dissemination of knowledge and information products	51
Organization of the 2 nd Capacity-building Hub	52–53
Launch and implementation of the pilot phase of the PCCB Network	54–58
Launch of a news bulletin with the AFB secretariat and the CTCN	59

¹¹ FCCC/SBI/2017/11, annex IV.

¹² Decision 16/CP.23, para. 5.

¹³ Decision 16/CP.23, para. 7.

¹⁴ Decision 9/CP.25, para. 14.

1. Coherence and coordination of capacity-building

23. Climate-related capacity-building must be approached in a more systematic and coherent manner to ensure that capacity-building initiatives are targeted, consistent and continuous, and bring about long-term effects. The PCCB has a mandate to help Parties and other actors achieve coherence and coordination of capacity-building activities.

(a) Coherence and coordination of capacity-building activities under the Convention and the Paris Agreement

24. The PCCB has taken a number of steps to enhance coherence and coordination of capacity-building under the Convention and the Paris Agreement.

25. In line with its established practice, the PCCB invited constituted bodies working on issues related to capacity-building and the operating entities of the Financial Mechanism to nominate representatives to collaborate, as appropriate, on specific activities related to the work of the PCCB. Working group 1 of the PCCB, on coherence and coordination of capacity-building under and outside the Convention and the Paris Agreement, continued to successfully lead the work of the PCCB in this area.

26. The PCCB strengthened and expanded its collaboration with other constituted bodies, pursuing the following collaborative activities:

(a) Launching with the AFB secretariat and the CTCN at COP 25 a joint news bulletin on enhancing readiness and capacity-building for adaptation finance (see para. 59 below);

(b) Collaborating with the Consultative Group of Experts at the 2nd Capacity-building Hub, held during COP 25,¹⁵ where the Consultative Group of Experts also held its second pilot informal forum, on institutionalizing data management systems;

(c) Collaborating with the CTCN on organizing a Means of Implementation Day, held at the 2nd Capacity-building Hub, during which the Adaptation Fund hosted a technical session and the Technology Executive Committee held a session on endogenous capacities and technologies. The Means of Implementation Day also included a PCCB-hosted round-table discussion on strengthening coherence and coordination with those constituted bodies that focus on finance, technology and capacity-building, and with the operating entities of the Financial Mechanism;

(d) In line with an agreement reached at its 2nd meeting to address the issue of averting, minimizing, and addressing loss and damage associated with the adverse effects of climate change in its rolling workplan,¹⁶ collaborating with the WIM Executive Committee on organizing a segment on loss and damage hosted at the 2nd Capacity-building Hub;

(e) In consultation with the Facilitative Working Group of the LCIPP, facilitating the participation of indigenous peoples representatives in the thematic days and events as part of the 2nd Capacity-building Hub;

(f) Collaborating with the Adaptation Committee on an event on including gender considerations in adaptation planning and implementation. The event was originally scheduled to take place during the 2020 NAP Expo, which was postponed owing to the COVID-19 pandemic.

27. In addition, the PCCB contributed to various in-session events and meetings at COP 25, including:

(a) An informal open dialogue between representatives of the constituted bodies on the three functions of the LCIPP, where the PCCB introduced its mandate and highlighted its relevant ongoing activities;

¹⁵ See <https://unfccc.int/2nd-capacity-building-hub>.

¹⁶ Pursuant to decision 4/CP.22, para. 5.

(b) The stocktake on pre-2020 implementation and ambition, to which the PCCB provided written input;¹⁷

(c) The meeting of the Joint Working Group of the Subsidiary Body for Scientific and Technological Advice and the Intergovernmental Panel on Climate Change, at which the PCCB introduced its mandate and workplan and highlighted ongoing and planned collaborative activities;

(d) The Marrakech Partnership for Global Climate Action event on oceans and coastal zones and climate action towards 1.5 °C pathways, during which the PCCB introduced its mandate and highlighted the importance of capacity-building in limiting the global temperature increase to 1.5 °C;

(e) The fourth annual meeting of the GCF with the constituted bodies under the Convention, where the PCCB provided an update on the implementation of its workplan and proposed collaborative activities with the GCF;¹⁸

(f) The side event “Learning for climate action: implementing the Paris Agreement through education, training and skills”, where the PCCB presented its experience in promoting learning for climate action, with a particular focus on the ongoing development of online training on climate change and human rights.

28. During the UNFCCC June Momentum for Climate Change series of online events, the PCCB participated in the discussions at the 9th Durban Forum on capacity-building,¹⁹ which was held virtually on 5 June 2020 and focused on building capacity to support the implementation of the enhanced transparency framework under the Paris Agreement by ensuring coherence and coordination of action and support (see paras. 40–41 below).

29. Another highlight of the work of the PCCB was a round-table discussion, held at its 4th meeting, on establishing an informal coordination group for capacity-building under the Convention and the Paris Agreement. The PCCB invited representatives of relevant constituted bodies, the operating entities of the Financial Mechanism and the ACE process to discuss an initial concept note that had been prepared on establishing such a modality.²⁰

30. Many of the invited representatives and a number of meeting observers noted that an informal arrangement for coordinating capacity-building could offer the potential additional value of improving coordination and facilitating synergies. Several round-table participants noted that a mechanism might be too formal an arrangement and that using existing modalities more efficiently could be a more appropriate way of improving coordination and facilitating synergies, as described in the initial concept note (see para. 29 above). Several participants suggested integrating into the chosen modality, to the extent possible, existing arrangements for coordination across constituted bodies, such as the practice of appointing focal points for liaising with other constituted bodies.

31. Following the round-table discussion, the PCCB revised the above-mentioned concept note intersessionally under the leadership of its working group 1 with a view to integrating the comments provided during the round-table discussion. The revised concept note on setting up an informal coordination group for capacity-building under the Convention and the Paris Agreement was agreed intersessionally by the PCCB. The final document is contained in annex II. The launch of the informal coordination group is scheduled to coincide with the beginning of the implementation of the workplan of the PCCB for 2021–2024.

¹⁷ See <https://unfccc.int/topics/pre-2020>.

¹⁸ The PCCB proposed identifying capacity-building needs and gaps in the context of the country programming and readiness work of the GCF and exploring mutual opportunities to enhance the coherence and coordination of capacity-building efforts of different actors. Furthermore, the PCCB invited the GCF to share capacity-building tools and information resources to be disseminated through the capacity-building portal and through the news bulletin on readiness and capacity-building support.

¹⁹ See <https://unfccc.int/durbanforum9>.

²⁰ See PCCB document PCCB/2020/5.

(b) Coherence and coordination of capacity-building activities outside the Convention and the Paris Agreement

32. The PCCB has significantly enhanced its collaboration with capacity-building stakeholders outside the Convention and the Paris Agreement, with the goal of increasing coordination, and ultimately coherence, among stakeholders of climate-related capacity-building initiatives and relevant United Nations initiatives, such as the Sustainable Development Goals.

33. The PCCB continued to collaborate with institutions and other stakeholders by inviting observer organizations to participate in its 4th meeting and inviting experts and organizations to participate in the 2nd Capacity-building Hub. In addition to continuing to manage its social media network on Facebook,²¹ in April 2020 the PCCB successfully launched the PCCB Network,²² a voluntary association of stakeholders involved in climate-related capacity-building efforts around the world. Set to become the main vehicle of the PCCB for targeted collaboration with stakeholders outside the Convention and the Paris Agreement, the aim is to foster synergies and enhance coherence and coordination of capacity-building efforts for climate action (see para. 54 below).

34. The PCCB continued to collaborate with external stakeholders on specific work products and activities. At the 2nd Capacity-building Hub, it collaborated with 67 partners. These partnerships, which were developed through an open call for expressions of interest, represented a diverse range of institutions, including international networks and coalitions, academic and research institutions, United Nations agencies, private sector entities, government and non-governmental organizations, climate funds and initiatives, and development agencies. The lead partners included ICLEI – Local Governments for Sustainability, the International Centre for Climate Change and Development, the International Development Research Centre, the Least Developed Countries Universities Consortium on Climate Change, the UNFCCC secretariat, the United Nations Development Programme, the United Nations Human Settlements Programme and the United Nations University Institute for Environment and Human Security. Further activities that involved targeted collaboration with stakeholders outside the Convention and the Paris Agreement are described in chapter II.C.2 below.

35. Since 2018, the PCCB has had an open call online²³ for any interested stakeholders to submit information or suggestions relevant to proposed or existing areas of work of the PCCB in line with its mandates.

2. Technical support and guidance for building climate-related capacity

36. The PCCB has made further progress in providing technical support and guidance for building the climate-related capacity of stakeholders. As agreed at its 1st meeting, the PCCB implements its activities through the lens of its annual focus area, which in 2020 is strengthening coherence and coordination of capacity-building activities for NDC implementation.

37. The PCCB provided technical support for various sessions at the 2nd Capacity-building Hub,²⁴ including contributing to session discussions and providing technical guidance to the lead partners organizing each thematic focus day and to the organizers of individual sessions.

38. PCCB members participated as resource persons (i.e. as speakers or facilitators) in the following Hub events:

- (a) PCCB Network consultation meeting;
- (b) Capacity-building Knowledge to Action Day;

²¹ <https://www.facebook.com/pccb.unfccc>.

²² See <https://unfccc.int/pccb-network>.

²³ <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/paris-committee-on-capacity-building-pccb/submissions-paris-committee-on-capacity-building-pccb>.

²⁴ The agenda for the 2nd Capacity-building Hub is available at <https://unfccc.int/2nd-capacity-building-hub>.

- (c) PCCB round table on coherence and coordination of capacity-building;
- (d) Technology Executive Committee side event on endogenous capacities and technologies and building countries' capacities to develop and implement climate technology solutions;
- (e) Event on the role of the Private Financing Advisory Network on building the capacity of climate finance stakeholders to unlock frontier markets;
- (f) WIM Executive Committee event on capacity-building needs and ongoing efforts to avert, minimize and address loss and damage.

39. The PCCB worked diligently to ensure that all sessions and events at the 2nd Capacity-building Hub had a relevant theme in addition to a strong technical focus on capacity-building: PCCB members sat on the steering committee of the Hub and carefully evaluated all 73 submissions for sessions and events received through the call for expressions of interest, assessing them against a number of criteria, such as innovation of proposed approaches and methodologies, institutional and sectoral balance, gender balance, coherence of message and diversity. The sessions at the Hub were divided into different focus days or blocks and increased participants' knowledge and awareness of climate-related capacity-building in the areas of transparency, local governments and cities, means of implementation, loss and damage, bridging the gaps between climate research and climate policy and between climate policy and climate action, and raising ambition for achieving the objectives of the Paris Agreement. In addition, participants deepened their understanding of the following issues:

- (a) Building climate-related capacity conducive to transformational change;
- (b) Strengthening individual, institutional and systemic capacity to accelerate collective climate action;
- (c) Enabling network-building and knowledge-sharing among actors involved in capacity-building for climate action;
- (d) Applying innovative approaches to capacity-building for climate action;
- (e) Enhancing the impact of climate-related capacity-building through effective communication;
- (f) Improving capacity for navigating climate data and measuring impacts;
- (g) Mainstreaming gender issues, human rights, youth perspectives and indigenous voices in capacity-building for climate change;
- (h) Enhancing coherence and coordination of capacity-building efforts within national and international climate agendas.

40. Furthermore, in providing technical inputs at the 9th Durban Forum, not only did several PCCB members participate in the plenary and group discussions at the event, but also PCCB member Roberta Ianna served as one of the co-facilitators guiding the discussions. The PCCB discussed the outcomes and key messages of the Forum at its 4th meeting with a view to ensuring that they are reflected in its future work.

41. Responding to the request of the COP for the SBI to align the theme of the meetings of the Durban Forum with the annual focus area of the PCCB,²⁵ the PCCB has taken on a more active and technical role with a view to ensuring alignment between discussions at the annual Durban Forum and the work of the PCCB related to its annual focus area. During the period of its next workplan, the PCCB intends to further enhance this cross-fertilization approach by organizing at least one webinar every year to discuss the topic or selected subtopics of the Durban Forum in more detail and by organizing a day dedicated to the annual focus area at the Capacity-building Hub held during each the session of the COP.

42. Following the organization of three Capacity-building Knowledge to Action Days in 2019,²⁶ which were held during the Latin America and the Caribbean Climate Week, the

²⁵ See decision 15/CP.24, para. 6.

²⁶ See <https://unfccc.int/pccb/capacity-building-knowledge-to-action-days>.

Asia-Pacific Climate Week and the 2nd Capacity-building Hub, the PCCB, under the leadership of its working group 4, on identifying capacity gaps and needs, continued its preparations for concluding the series of full-day workshops with a third regional Capacity-building Knowledge to Action Day, which was scheduled to take place during Africa Climate Week in April 2020. Owing to the postponement of Africa Climate Week to 2021, the PCCB and organizing partners decided to hold the event as a virtual workshop on 24 September 2020.²⁷ Like the other regional Capacity-building Knowledge to Action Days, the aim of the workshop was to encourage regional dialogue, strengthen the engagement of universities and research institutions in building capacity for preparing and implementing NAPs and NDCs, and raise the ambition of climate action. As with the previous workshops, the PCCB collaborated with a number of partner organizations, including the International Development Research Centre, the Mohammed VI Foundation for Environmental Protection, the NAP Global Network, the NDC Partnership, the Pan African University Institute of Water and Energy Sciences, the Stockholm Environment Institute and the United Nations University Institute for Environment and Human Security. The findings from the workshop will be summarized in a report highlighting and integrating the outcomes and recommendations from all four Capacity-building Knowledge to Action Days held in 2019 and 2020.

43. Under the leadership of its working group 2, on cross-cutting issues, the PCCB continued its work on cross-cutting issues, including gender responsiveness, human rights, indigenous peoples' knowledge, the role of cities, youth and ACE. In collaboration with the Office of the High Commissioner for Human Rights, the PCCB is developing online training courses aimed at building capacity to integrate human rights considerations into climate action. The launch of the online training course was originally scheduled to coincide with SB 52 in June 2020, but has been rescheduled for 2021 in the light of the postponement of SB 52.

44. With regard to gender, the PCCB continued to implement its gender mainstreaming standard, which was launched in 2019.²⁸ At its 4th meeting the PCCB elected Jeniffer Hanna as its gender focal point to coordinate, implement and oversee gender mainstreaming in PCCB activities.²⁹ Prior to the meeting, the secretariat delivered a virtual briefing on gender and climate change, which included information on related mandates of constituted bodies under the Convention and the Paris Agreement.

45. The PCCB continued to collaborate with constituted bodies on gender-related capacity gaps and needs (see para. 26(f) above). It made gender balance and the active participation of women key considerations when preparing and implementing events, including the 2nd Capacity-building Hub and the virtual Capacity-building Knowledge to Action Day for the Africa region. In this regard, the PCCB strongly encouraged all organizing partners to ensure gender balance when selecting resource persons and inviting participants. Furthermore, the PCCB took steps to mainstream gender considerations into the substance of its activities. The PCCB engaged with major actors at the nexus of gender issues and climate change, including the UNFCCC women and gender constituency, the United Nations Entity for Gender Equality and the Empowerment of Women, and Women Engage for a Common Future, in different capacities when organizing and hosting the 2nd Capacity-building Hub. These actors supported the efforts of the PCCB to foster dialogue and brought relevant stakeholders to the discussions. The issue of gender was raised at many Hub sessions and several dedicated events were held at the Hub, including the Gender Just Climate Solutions Award ceremony hosted by Women Engage for a Common Future and the UNFCCC women and gender constituency.

46. Throughout the Capacity-building Hub, the PCCB raised awareness of initiatives supporting the development or strengthening capacity for mainstreaming gender considerations in climate action. Information on such initiatives was published and disseminated in the summary report on the Hub³⁰ and through PCCB social media channels.

²⁷ See <https://unfccc.int/knowledge-to-action-day-africa>.

²⁸ See document FCCC/SBI/2019/13, annex.

²⁹ See PCCB document PCCB/2020/11, para. 55.

³⁰ See <https://unfccc.int/2nd-capacity-building-hub>.

The PCCB took care to ensure that gender-inclusive language was used in all its communications, which included requesting changes to descriptions of Hub events submitted by organizers. In the post-event survey, 86 per cent of respondents strongly agreed or agreed that the 2nd Capacity-building Hub was conducted in a gender-responsive manner in terms of both the content and the organization of the event. Several respondents acknowledged the strong focus on gender responsiveness and inclusiveness as a positive aspect of the Hub.

47. With regard to other cross-cutting issues, the PCCB organized a Local Governments and Cities Day at the 2nd Capacity-building Hub and provided all organizers of Hub events with guidance on mainstreaming cross-cutting issues such as gender, youth and indigenous peoples in their discussions. In addition, each thematic day of the Hub featured at least one session that was focused on the intersection of cross-cutting issues and the theme designated for each day, which were capacity-building, capacity-building knowledge to action, transparency, local governments and cities, means of implementation, raising ambition, and loss and damage.

48. Concerning the work of the PCCB on youth issues, the 2nd Capacity-building Hub featured several events focused on youth, and youth perspectives were also mainstreamed across many events. Furthermore, youth is a key target group invited to participate in the virtual Capacity-building Knowledge to Action Day for the Africa region.

49. The PCCB continued its regular exchanges with representatives of the ACE process and the Facilitative Working Group of the LCIPP with a view to coordinating work and enhancing synergies.

3. Awareness-raising, outreach, and knowledge- and information-sharing

50. The work of the PCCB under its mandates related to knowledge- and information-sharing and engagement with and outreach to various capacity-building stakeholders under and outside the Convention and the Paris Agreement falls under the leadership of its working group 3, on awareness-raising, communications and stakeholder engagement, and is guided by a strategic plan for stakeholder engagement, communications and resource mobilization,³¹ endorsed at the 3rd meeting of the PCCB in June 2019. Progress under the strategic plan has been reported for June 2019 to June 2020.³² At its 4th meeting, the PCCB agreed to follow the same structure for monitoring and reporting on the implementation of the strategic plan for June 2020 to June 2021.

51. All knowledge and information products of the PCCB are widely disseminated via its web page,³³ the capacity-building portal and the PCCB Facebook page, which are maintained by the secretariat. The Facebook page, as at 29 September 2020, has gained 1,132 followers since the previous reporting period (reaching 2,339 in total) and 164 posts have been shared with more than 100,000 users. The Facebook page has also been used to promote the PCCB Network since its launch in April 2020, to disseminate updates and information, and for communication activities.

52. With regard to the 2nd Capacity-building Hub, 73 proposals for activities were received from Parties and non-Party stakeholders during the submission period, which ran from 16 August to 22 September 2019. Each submission was carefully reviewed and assessed before being allocated to one of the seven thematic days. The secretariat and more than 250 experts from some 210 institutions, networks, organizations, Parties and constituted bodies were involved in organizing around 55 events, consisting of 140 activities. More than 1,200 participants visited the Hub. The activities were streamed online and, where possible, off-site audiences were able to interact with the speakers via digital means.

53. The outcomes of the 2nd Capacity-building Hub were captured in a summary report and disseminated through various communication channels. A wide range of actors acknowledged the success and significance of the 2nd Capacity-building Hub. When Parties agreed on the extension of the work of the PCCB, they confirmed that the Hub should be an

³¹ Available at <https://unfccc.int/sites/default/files/resource/20190715-Strategic%20plan%20FINAL%20Version.pdf>.

³² See https://unfccc.int/sites/default/files/resource/Final_StrategicPlan_ReviewReport201920.pdf.

³³ <https://unfccc.int/pccb>.

integral part of the PCCB workplan for 2021–2024.³⁴ In line with the guidance contained in the strategic plan for stakeholder engagement, communications and resource mobilization, the PCCB sought feedback from Hub organizers and participants using post-event online surveys and direct communications (both online and on-site). Almost 80 per cent of participants and organizers who responded rated the event as “excellent” or “very good”, and all organizers expressed interest in collaborating with the other organizing partners of the thematic days in the future.

54. In line with the recommendations contained in the strategic plan for stakeholder engagement, communications and resource mobilization, the PCCB developed a draft concept note for establishing the PCCB Network in November 2019, and held a consultation session at the 2nd Capacity-building Hub that was open to all interested Parties and non-Party stakeholders at COP 25. On the basis of the inputs received, the PCCB finalized the concept note³⁵ and launched the PCCB Network in a pilot phase in April 2020 through an open call for registration by interested entities and initiatives. The PCCB mobilized a task force, consisting of the leads of its four working groups, to guide and oversee the development and launch of the pilot phase.

55. Since its launch in April 2020, 199 organizations and initiatives across 75 countries have joined the PCCB Network. Members of the Network³⁶ are categorized into different groups, with the largest group being non-governmental organizations, followed by private sector organizations, academic and research institutions, think tanks, international or regional networks and coalitions, public entities, United Nations agencies and affiliated organizations, intergovernmental organizations, development agencies, philanthropic foundations and financial institutions.

56. The inaugural meeting of the PCCB Network took place virtually on 26 June 2020, immediately after the 4th meeting of the PCCB, and was attended by 73 Network members and nine PCCB members. The outcomes of the meeting were captured in a video summary and a summary report³⁷ and cover information on the decisions made during the 4th meeting of the PCCB relevant to the PCCB Network; information on the role and relevance of the PCCB Network in supporting the mission of the PCCB and in bolstering the efforts of PCCB Network members that are aligned with the objectives of the Network; and suggestions for future activities of the PCCB Network and the way forward.

57. The activities of the PCCB Network are aligned with the work areas of the PCCB and can be categorized under three main themes: technical exchange and peer learning (e.g. webinars), outreach and communications (e.g. bimonthly newsletters), and networking and engagement (e.g. informal regional and thematic meetings). A detailed list of activities is available on a dedicated web page.³⁸ The secretariat will regularly update the list to reflect the emerging priorities of the PCCB and accepted proposals for activities submitted by PCCB Network members.

58. Owing to the circumstances relating to the COVID-19 pandemic, at its 4th meeting the PCCB agreed to extend the pilot phase of the PCCB Network – which was initially intended to last one year – until the end of 2021. An internal task force was appointed to provide guidance on implementing and evaluating the pilot phase, including recommendations on necessary adjustments to the implementation timeline and the uptake of additional activities proposed by PCCB Network members. The task force is receiving monthly updates from the secretariat on the progress of work in relation to the implementation timeline and on the outcomes of stakeholder engagement and communication activities. In addition, the secretariat supports the task force in providing quarterly reports to the PCCB on the status of work under the Network.

59. As part of its work related to awareness-raising, outreach, and knowledge- and information-sharing, the PCCB continued its partnership with the AFB secretariat and the

³⁴ See decision 9/CP.25, annex.

³⁵ Available at <https://unfccc.int/sites/default/files/resource/ConceptNote.pdf>.

³⁶ See <https://unfccc.int/pccb-network/members>.

³⁷ Available at <https://unfccc.int/event/pccb-network-inaugural-meeting>.

³⁸ <https://unfccc.int/pccb-network/activities>.

CTCN to develop a joint news bulletin to provide consolidated information on enhancing readiness and capacity-building for adaptation finance. The first issue of the bulletin was published at a COP 25 side event on 10 December 2019. The second issue was published on 12 June 2020. The Asian Institute of Technology, the GCF, the Pacific Islands Forum Secretariat and the United Nations Convention to Combat Desertification secretariat also contributed to the bulletins. The second issue of the news bulletin received 181 views on its date of publication.

Annex I

Workplan of the Paris Committee on Capacity-building for 2021–2024

1. The PCCB was established at COP 21, held in 2015, with the aim of addressing gaps and needs, both current and emerging, in implementing capacity-building in developing country Parties and further enhancing capacity-building efforts, including with regard to coherence and coordination in capacity-building activities under the Convention.¹
2. In 2019, CMA 2 decided that the PCCB shall serve the Paris Agreement in accordance with its mandate and terms of reference.²
3. Also in 2019, at COP 25, the PCCB was reviewed and its mandate extended by five years.³ In further refining the mandate of the PCCB, the COP set out three priority areas:
 - (a) Enhancing coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building, as appropriate and in accordance with their respective mandates;
 - (b) Identifying capacity gaps and needs, both current and emerging, and recommending ways to address them;
 - (c) Promoting awareness-raising, knowledge- and information-sharing and stakeholder engagement with bodies and relevant actors under and outside the Convention, as appropriate and in accordance with their respective mandates.⁴
4. The COP decided that, going forward and subject to the availability of resources, the PCCB shall conduct the activities set out in decision 9/CP.25, annex, paragraph 10, in accordance with the priority areas referred to in paragraph 3 above. Furthermore, it decided that the PCCB shall work on any additional activities that may be assigned to it by the COP within its mandate, subject to the availability of resources.⁵ The CMA confirmed that the above-mentioned priority areas and activities also apply to the work of the PCCB under the Paris Agreement.⁶
5. The COP requested the PCCB to develop a workplan for the period of its extension on the basis of the priority areas mentioned in paragraph 3 above and the activities mentioned in paragraph 4 above for consideration at COP 26, and requested that the workplan include core elements such as priority areas, activities, deliverables, timelines and expected results, in accordance with the above-mentioned priority areas.⁷
6. At COP 25, Parties and relevant institutions were invited, as appropriate, to provide support and resources to the PCCB for implementing its workplan in the light of the aim of the Committee referred to in paragraph 1 above.⁸
7. The second workplan of the PCCB, for 2021–2024, builds on the successful activities undertaken by the PCCB during implementation of its first workplan, for 2017–2020, and in designing the second workplan, the PCCB took into account lessons learned from implementing the first.
8. To support the implementation of its first workplan, in 2017 the PCCB formed four working groups. These groups will continue to exist and will in 2021–2024 support the implementation of the second workplan of the PCCB. The areas of work of three of the

¹ Decision 1/CP.21, para. 71.

² Decision 3/CMA.2, para. 3.

³ Decision 9/CP.25, para. 12.

⁴ Decision 9/CP.25, para. 9.

⁵ Decision 9/CP.25, para. 11.

⁶ Decision 3/CMA.2, para. 4.

⁷ Decision 9/CP.25, paras. 15–16.

⁸ Decision 9/CP.25, para. 18.

working groups correspond to the three priority areas mentioned in paragraph 3 above. The fourth working group focuses on cross-cutting issues.

I. Cross-cutting issues

9. The PCCB was requested by the COP to take into consideration cross-cutting issues such as gender responsiveness, human rights and indigenous peoples' knowledge in managing its first workplan.⁹ The PCCB will continue taking cross-cutting issues into consideration in managing and implementing its second workplan.

10. In line with the decision on gender and climate change, in which the COP called for all constituted bodies under the Convention to report information on progress towards integrating a gender perspective in their processes,¹⁰ the PCCB developed a gender mainstreaming standard.¹¹ The PCCB will continue to apply this standard while implementing the activities of its second workplan.

II. Monitoring, evaluation and reporting

11. The PCCB will regularly monitor and evaluate the progress, outcomes, impacts and effectiveness of the activities under its second workplan, and, as requested by the COP, will report on these in its workplan in its annual technical progress report.¹² It will also outline its expected work for the coming year in its annual technical progress report as set out in 9/CP.25, paragraph 17. The CMA confirmed that the PCCB shall also report to it through this report.¹³

12. The PCCB will periodically review the implementation of its second workplan and may adjust it, as appropriate, taking into account new mandates from and priorities identified by the COP and the CMA.

III. Stakeholder engagement, communication and outreach

13. The PCCB is developing a stakeholder engagement strategy and a communication strategy to support the implementation of its workplan for 2021–2024 and to guide it in effectively engaging and consulting with and informing stakeholders, as well as raising public awareness of climate change related capacity-building.

14. These two strategies build on and supersede the strategic plan for stakeholder engagement, communication and resource mobilization of the PCCB, which was developed in 2018 and guided the implementation of the work of the PCCB in 2019 and 2020.

15. In developing each of the priority areas and associated activities of its second workplan, the PCCB has aimed to strengthen engagement and collaboration with institutions, organizations, frameworks, networks and centres under and outside the Convention and the Paris Agreement, including those at the intergovernmental, regional and national level, and through them, the subnational level, where appropriate, in order to enhance the implementation of capacity-building and the provision of support to developing country Parties.

16. The PCCB will engage with various stakeholders in undertaking its work, including through inviting observers to meetings and opening working groups to the participation of external experts. Other key channels through which the PCCB will communicate and engage with stakeholders are its informal coordination group on capacity-building under the Convention and the Paris Agreement, the PCCB Network, the Capacity-building Hub and social media. The column "Collaboration" in the workplan table below provides an indicative, preliminary list of stakeholders the PCCB intends to collaborate with on the activities under its workplan.

⁹ Decision 16/CP.22, para. 4(a).

¹⁰ Decision 21/CP.22, para. 14. This request was reiterated by the COP in decision 3/CP.25, para. 12.

¹¹ FCCC/SBI/2019/13, annex.

¹² Decision 9/CP.25, para. 17.

¹³ Decision 3/CMA.2, para. 8.

Workplan of the Paris Committee on Capacity-building for 2021–2024

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
Priority area A: enhancing coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building						
Activity A.1: collating and reviewing current and planned capacity-building work of constituted bodies established under the Convention and the Paris Agreement that implement capacity-building activities in order to provide an overview of capacity-building activities under the Convention and the Paris Agreement, and regularly sharing this information with the constituted bodies						
A.1.1: establish the ICG to support the collation and review of an overview of current and planned capacity-building activities of constituted bodies under the Convention and the Paris Agreement, operating entities of the Financial Mechanism, and other relevant processes under the Convention and the Paris Agreement ^a	ICG established		ICG evaluated		Reduced duplication of efforts and enhanced opportunities for joint programming of capacity-building activities through the ICG Regular sharing of a forward-looking overview of capacity-building work under the Convention and the Paris Agreement	ICG members (i.e. nominated representatives of constituted bodies, operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement)
	Regular coordination established, including through in-person meetings on the margins of existing sessions of the subsidiary bodies and virtual meetings, as needed Meeting summaries produced and circulated	Regular coordination established, including through in-person meetings on the margins of existing sessions of the subsidiary bodies and virtual meetings, as needed Meeting summaries produced and circulated	Regular coordination established, including through in-person meetings on the margins of existing sessions of the subsidiary bodies and virtual meetings, as needed Meeting summaries produced and circulated	Regular coordination established, including through in-person meetings on the margins of existing sessions of the subsidiary bodies and virtual meetings, as needed Meeting summaries produced and circulated		
A.1.2: prepare and update the overview of current and planned capacity-building activities under the Convention and the Paris Agreement	Forward-looking overview of capacity-building activities	Forward-looking overview of capacity-building activities	Forward-looking overview of capacity-building activities	Forward-looking overview of capacity-building activities		
Activity A.2: Providing recommendations to Parties on how to improve coherence and coordination of capacity-building and avoid duplication of efforts						
	Recommendations for the COP and/or the CMA, as appropriate, taking into account any input from the ICG communicated	Call for submissions from Parties and non-Party stakeholders on experience, best practices and lessons learned regarding	Analysis and synthesis of 2022 submissions Recommendations for the COP and/or the CMA, as appropriate,	Recommendations for the COP and/or the CMA, as appropriate, taking into account any input from the ICG communicated	Actionable recommendations on capacity-building provided to Parties as part of the annual	ICG members PCCB Network members Parties and non-Party stakeholders

<i>Sub-activity</i>	<i>Expected outputs/deliverables</i>				<i>Expected results</i>	<i>Collaboration</i>
	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>		
	through the annual technical progress report (see sub-activity A.1.1)	improving coherence and coordination of capacity-building efforts Recommendations for the COP and/or the CMA, as appropriate, taking into account any input from the ICG communicated through the annual technical progress report (see sub-activity A.1.1) and the 2021 Capacity-building Hub technical session on coherence and coordination (see sub-activity A.3.1)	taking into account any input from the ICG communicated through the annual technical progress report (see sub-activity A.1.1) and 2022 submissions	through the annual technical progress report (see sub-activity A.1.1) and the 2023 Capacity-building Hub technical session on coherence and coordination (see sub-activity A.3.1)	technical progress report	
Activity A.3: liaising and engaging with bodies under and outside the Convention and the Paris Agreement that are engaged in implementing capacity-building activities, as consistent with their mandates						
A.3.1: examine key aspects of enhancing coherence and coordination of capacity-building under the Convention and the Paris Agreement	Technical session at the 3rd Capacity-building Hub focusing on key aspects of enhancing coherence and coordination (see activity C.3, linked to activity B.2, as the technical sessions will contribute to PCCB recommendations on enhancing coherence and coordination)	Dissemination of findings from the 2021 technical session	Technical session at the 5 th Capacity-building Hub focusing on key aspects of enhancing coherence and coordination (see activity C.3, linked to activity B.2)	Dissemination of findings from the 2023 technical session	Information on ways and means of enhancing coherence and coordination of capacity-building gathered and disseminated, as well as knowledge built and shared, via various channels (including but not limited to the capacity-building portal, Capacity-building Hub and PCCB Network)	ICG members Bodies outside the Convention and the Paris Agreement PCCB Network members

<i>Sub-activity</i>	<i>Expected outputs/deliverables</i>				<i>Expected results</i>	<i>Collaboration</i>
	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>		
A.3.2: participate in meetings and events of other constituted bodies, and relevant processes under the Convention and the Paris Agreement, and/or provide inputs to these meetings and events, as requested by the bodies, entities and processes, as appropriate and relevant to the mandate and workplan of the PCCB	Preparation of synthesis report as input into the global stocktake (as per decision 19/CMA.1, para. 24) Participation in the meetings and events of other bodies and processes and/or provision of inputs, as appropriate	Organization of a webinar on methodological issues and assumptions related to the synthesis report Participation in a meeting of the technical dialogue of the global stocktake, if scheduled (June 2022) Updating of synthesis report, as needed Participation in a meeting of the technical dialogue of the global stocktake (November 2022) Participation in the meetings and events of other bodies and processes, or provision of inputs, as appropriate	Updating of synthesis report, as needed Participation in a meeting of the technical dialogue of the global stocktake (June 2023) Participation in the meetings and events of other bodies and processes, or provision of inputs, as appropriate	Identification and consideration of lessons learned from participation in the global stocktake Participation in the meetings and events of other bodies and processes, or provision of inputs, as appropriate	Improved dissemination of information on capacity-building efforts Enhanced coordination of capacity-building work under the Convention and the Paris Agreement, promoting greater coherence	
A.3.3: engage with bodies under and outside the Convention and the Paris Agreement, as appropriate, on coherence and coordination of capacity-building activities	Regular and targeted communication and collaboration with bodies under and outside the Convention and the Paris Agreement, as appropriate, inter alia, through established modalities of the PCCB, including the PCCB Network (see activity C.4), and at the Capacity-building	Regular and targeted communication and collaboration with bodies under and outside the Convention and the Paris Agreement, as appropriate, inter alia, through established modalities of the PCCB, including the PCCB Network (see activity C.4), and at	Regular and targeted communication and collaboration with bodies under and outside the Convention and the Paris Agreement, as appropriate, inter alia, through established modalities of the PCCB, including the PCCB Network (see activity C.4), and at	Regular and targeted communication and collaboration with bodies under and outside the Convention and the Paris Agreement, as appropriate, inter alia, through established modalities of the PCCB, including the PCCB Network (see activity C.4), and at	Strengthened engagement and coordination with bodies under and outside the Convention and the Paris Agreement and improved opportunities for joint programming of activities, complementing the outcomes of the ICG	

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
	Hub (see activity C.3).	the Capacity-building Hub (see activity C.3)	the Capacity-building Hub (see activity C.3)	the Capacity-building Hub (see activity C.3)	(see sub-activity A.1.1)	
<i>Priority area B: identifying capacity gaps and needs, both current and emerging, and recommending ways to address them</i>						
Activity B.1: interacting with other constituted bodies to allow the PCCB to gather information on activities related to addressing capacity gaps and needs in areas relevant to their mandates to provide input to their work, as appropriate						
B.1.1: interact with constituted bodies, operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement to gather information on their activities related to addressing capacity gaps and needs	Gathering information on efforts to address capacity gaps and needs, including at PCCB and ICG meetings (see sub-activity A.1.1)		Gathering information on efforts to address capacity gaps and needs, including at PCCB and ICG meetings (see sub-activity A.1.1)		Information on and best practices related to addressing capacity gaps and needs in the work areas of the constituted bodies, operating entities of the Financial Mechanism and relevant processes under the Convention and the Paris Agreement gathered and disseminated, as well as knowledge built and shared, via various channels (including but not limited to the capacity-building portal, Capacity-building Hub, ICG and PCCB Network)	ICG members
B.1.2: analyse information gathered from constituted bodies on their activities related to addressing capacity gaps and needs, and share findings with constituted bodies, as appropriate	Analysis of information gathered (see sub-activity B.1.1)	Dissemination of findings to constituted bodies, as appropriate	Analysis of information gathered (see sub-activity B.1.1)	Dissemination of findings to constituted bodies, as appropriate		
Activity B.2: continuing efforts to gather and promote the development and dissemination of tools and methodologies for implementing capacity-building activities						
	Development of a toolkit of relevant selected tools for assessing capacity-building gaps and needs relating to the implementation of the Paris Agreement	Analysis and synthesis of the information in the 2021 submissions Dissemination of the findings of the analysis and of existing tools and	Call for submissions from Parties and non-Party stakeholders on existing tools and methodologies for implementing capacity-building activities that enable	Analysis and synthesis of the information in the 2023 submissions Dissemination of the findings of the analysis and of existing tools and	Up-to-date information on existing tools and methodologies as well as guidance for implementing capacity-building activities	Parties and non-Party stakeholders PCCB Network members ICG members

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
	Call for submissions from Parties and non-Party stakeholders on existing tools and methodologies for implementing capacity-building activities that enable countries to achieve the long-term goals of the Paris Agreement	methodologies, reflecting the priority needs of the target users of those tools and methodologies Technical session at the 4 th Capacity-building Hub on existing key tools and methodologies for implementing capacity-building activities aimed at enabling the achievement of the long-term goals of the Paris Agreement (linked to activity C.3)	countries to achieve the long-term goals of the Paris Agreement	methodologies, reflecting the priority needs of the target users of those tools and methodologies Technical session at the 6 th Capacity-building Hub on existing key tools and methodologies for implementing capacity-building activities aimed at enabling the achievement of the long-term goals of the Paris Agreement (linked to activity C.3)	disseminated via various channels (including but not limited to the capacity-building portal, Capacity-building Hub and PCCB Network)	
Activity B.3: collating, reviewing and sharing information on experience, good practices and lessons learned related to enhancing the ownership of developing countries of building and maintaining capacity, and providing recommendations in this regard						
B.3.1: collate, review and share relevant information on experience, good practices and lessons learned related to enhancing the ownership of developing countries of building and maintaining capacity	Call for submissions from Parties and non-Party stakeholders on experience, good practices and lessons learned related to enhancing the ownership of building and maintaining capacity Analysis and synthesis of the information in the submissions	Technical paper on the findings of the 2021 analysis and synthesis Dissemination of the technical paper and of relevant case studies and good practices	Technical session at the 5 th Capacity-building Hub to discuss findings of the 2022 technical paper and potential follow-up work (linked to activity C.3)	Follow-up work emanating from the technical session in 2023, as appropriate (to be specified closer to the date)	Information on how to enhance developing country ownership of building and maintaining capacity disseminated via various channels (including but not limited to the capacity-building portal, Capacity-building Hub and PCCB Network)	Parties and non-Party stakeholders PCCB Network members

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
B.3.2: provide recommendations related to enhancing the ownership of developing countries in building and maintaining capacity		Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report, taking into account the technical session in 2023 and possible follow-up work (see expected outputs/deliverables under sub-activity B.3.1 for 2023 and 2024)	Actionable recommendations provided to Parties	

Priority area C: promoting awareness-raising, knowledge- and information-sharing, and stakeholder engagement with bodies and relevant actors under and outside the Convention

Activity C.1: collecting information from relevant sources, including the Durban Forum, on good practices experience and lessons learned related to capacity-building, and disseminating this information, including via the capacity-building portal, with the aim of addressing gaps and needs related to implementing capacity-building

C.1.1: collect and disseminate information related to capacity-building, reflecting priority needs of developing countries	Information on capacity-building collected through various channels, including but not limited to a call for submissions from Parties and non-Party stakeholders on the annual PCCB focus area Information and knowledge products disseminated via PCCB and partner communication channels, including through the capacity-building portal	Information on capacity-building collected through various channels, including but not limited to a call for submissions from Parties and non-Party stakeholders on the annual PCCB focus area Information and knowledge products disseminated via PCCB and partner communication channels, including through the capacity-building portal	Information on capacity-building collected through various channels, including but not limited to a call for submissions from Parties and non-Party stakeholders on the annual PCCB focus area Information and knowledge products disseminated via PCCB and partner communication channels, including through the capacity-building portal	Information on capacity-building collected through various channels, including but not limited to a call for submissions from Parties and non-Party stakeholders on the annual PCCB focus area Information and knowledge products disseminated via PCCB and partner communication channels, including through the capacity-building portal	Efforts of stakeholders to address gaps and needs related to implementing capacity-building are supported by providing access to relevant information on experience, good practices, experiences and lessons learned related to capacity-building under the Convention and the Paris Agreement through various channels (including but not limited to the capacity-building	PCCB Network members ICG members Parties and non-Party stakeholders
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Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
C.1.2: collect information at the Durban Forum and contribute to the Forum by sharing relevant information during the discussions as well as facilitating follow-up exchanges and work	<p>Active participation of PCCB members in the Durban Forum, including, as appropriate, as speakers and facilitators</p> <p>Follow-up exchanges and work, including:</p> <ul style="list-style-type: none"> i. Discussion of Durban Forum outcomes at the annual PCCB meeting; ii. One or more webinars to discuss Durban Forum (sub)topic(s) in more detail, as needed; iii. PCCB focus area day at the Capacity-building Hub (linked to activity C.3) 	<p>Active participation of PCCB members in the Durban Forum, including, as appropriate, as speakers and facilitators</p> <p>Follow-up exchanges and work, including:</p> <ul style="list-style-type: none"> i. Discussion of Durban Forum outcomes at the annual PCCB meeting; ii. One or more webinars to discuss Durban Forum (sub)topic(s) in more detail, as needed; iii. PCCB focus area day at Capacity-building Hub (linked to activity C.3) 	<p>Active participation of PCCB members in the Durban Forum, including, as appropriate, as speakers and facilitators</p> <p>Follow-up exchanges and work, including:</p> <ul style="list-style-type: none"> i. Discussion of Durban Forum outcomes at the annual PCCB meeting; ii. One or more webinars to discuss Durban Forum (sub)topic(s) in more detail, as needed; iii. PCCB focus area day at Capacity-building Hub (linked to activity C.3) 	<p>Active participation of PCCB members in the Durban Forum, including, as appropriate, as speakers and facilitators</p> <p>Follow-up exchanges and work, including:</p> <ul style="list-style-type: none"> i. Discussion of Durban Forum outcomes at the annual PCCB meeting; ii. One or more webinars to discuss Durban Forum (sub)topic(s) in more detail, as needed; iii. PCCB focus area day at Capacity-building Hub (linked to activity C.3) 	<p>portal, ICG, PCCB Network, Capacity-building Hub, thematic dialogues and workshops, and meetings and events of bodies under and outside the Convention and the Paris Agreement)</p> <p>Targeted PCCB contributions to the annual Durban Forum as well as the facilitation of strategic follow-up work resulting in effective cross-fertilization of ideas and interchange between discussions at the Forum, which is thematically aligned with the annual PCCB focus area, and the work of the PCCB related to its annual focus area</p>	<p>Subsidiary Body for Implementation</p> <p>PCCB Network members</p> <p>Parties and non-Party stakeholders</p>

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
C.1.3: continue to provide guidance to the secretariat on further enhancing the capacity-building portal	Guidance provided, as appropriate	Guidance provided, as appropriate	Guidance provided, as appropriate	Guidance provided, as appropriate	The guidance provided helps to ensure the capacity-building portal is user-friendly and provides access to relevant and up-to-date information and knowledge resources	Secretariat

Activity C.2: providing recommendations to Parties on:

(i) Enhancing the sharing of good practices, experience and lessons learned related to capacity-building among relevant bodies under and outside the Convention and the Paris Agreement;

(ii) Potential areas of collaborative work with those bodies whose work is relevant to the PCCB and its workplan, within their mandates;

(iii) How information from the Durban Forum can be utilized by bodies under and outside the Convention and the Paris Agreement

C.2.1: provide recommendations to the COP and/or the CMA, as appropriate, through the annual technical progress report of the PCCB, on enhancing the sharing of good practices, experience and lessons learned related to capacity-building among relevant bodies under and outside the Convention and the Paris Agreement	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Actionable recommendations provided to Parties	
C.2.2: provide recommendations to the COP and/or the CMA, as appropriate, through the annual technical progress report of the PCCB,	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report		

<i>Sub-activity</i>	<i>Expected outputs/deliverables</i>				<i>Expected results</i>	<i>Collaboration</i>
	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>		
on potential areas of collaborative work with those bodies under and outside the Convention and the Paris Agreement whose work is relevant to the PCCB and its workplan, within their mandates						
C.2.3: provide recommendations to the COP and/or the CMA, as appropriate, through the annual technical progress report of the PCCB, on how information from the Durban Forum can be used by bodies under and outside the Convention and the Paris Agreement	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report	Recommendations for the COP and/or the CMA, as appropriate, through the annual technical progress report		
Activity C.3: organizing the annual Capacity-building Hub at the sessions of the COP						
C.3.1: plan and implement the annual Capacity-building Hub, with appropriate feedback mechanisms	3 rd Capacity-building Hub	4 th Capacity-building Hub	5 th Capacity-building Hub	6 th Capacity-building Hub	Collaboration among bodies under and outside the Convention and the Paris Agreement and across institutions, sectors and regions fostered to boost collective capacity-building efforts, coordinate actions and build on synergies	PCCB Network members ICG members Parties and non-Party stakeholders
C.3.2: document and disseminate outcomes of the annual Capacity-building Hub	Summary report with lessons learned and recommendations for future hubs	Summary report with lessons learned and recommendations for future hubs	Summary report with lessons learned and recommendations for future hubs	Summary report with lessons learned and recommendations for future hubs	Knowledge and information	

Sub-activity	Expected outputs/deliverables				Expected results	Collaboration
	2021	2022	2023	2024		
					(including case studies, good practices and lessons learned) on capacity-building gaps and needs and solutions to address them shared Tools and methodologies for implementing capacity-building promoted and disseminated Stakeholder awareness of the scope and impact of capacity-building efforts increased	
Activity C.4: promoting strategic stakeholder engagement through, inter alia, targeted outreach activities as set out in this workplan to foster exchange on capacity-building at the national and regional level, including through regional climate weeks, as appropriate, and subject to the availability of resources						
C.4.1: engage and collaborate with relevant stakeholders in planning and implementing outreach activities	Thematic dialogues and/or workshops co-organized during regional and/or national events	Thematic dialogues and/or workshops co-organized during regional and/or national events	Thematic dialogues and/or workshops co-organized during regional and/or national events	Thematic dialogues and/or workshops co-organized during regional and/or national events	Exchange on capacity-building at the national and regional level fostered through targeted outreach activities	PCCB Network members ICG members Nairobi work programme on impacts, vulnerability and adaptation to climate change Lima Adaptation Knowledge Initiative
C.4.2: implement PCCB Network activities, with regular evaluation and appropriate feedback mechanisms ^b	PCCB Network activities implemented in line with the plan of activities	PCCB Network activities implemented in line with the plan of activities PCCB Network pilot phase report	PCCB Network activities implemented in line with the plan of activities	PCCB Network activities implemented in line with the plan of activities	PCCB Network facilitates coherence and coordination in capacity-building efforts; the effective sharing of information on and results of	PCCB Network members

<i>Sub-activity</i>	<i>Expected outputs/deliverables</i>				<i>Expected results</i>	<i>Collaboration</i>
	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>		
					capacity-building activities; the mapping and linking of capacity-building stakeholders across sectors and levels; and concerted efforts for building capacity for implementing the Paris Agreement, thereby increasing synergies and reducing the duplication of work	

^a These include ACE, Adaptation Committee, AFB, Consultative Group of Experts, CTCN, Facilitative Working Group of the LCIPP, GCF, Global Environment Facility, Katowice Committee of Experts on the Impacts of the Implementation of Response Measures, Least Developed Countries Expert Group, Standing Committee on Finance, Technology Executive Committee, WIM Executive Committee and any future bodies, entities or processes that may relate to the work of the PCCB.

^b Any PCCB Network activities after December 2021 are subject to the outcomes of the evaluation of the PCCB Network pilot phase.

Annex II

Concept note on establishing an informal coordination group for capacity-building under the Convention and the Paris Agreement

[English only]

I. Background

1. On 23 June 2020, during the 4th meeting of the PCCB, a round table on coherence and coordination of capacity-building was held at which the PCCB and invited representatives of other constituted bodies under the Convention, the operating entities of the Financial Mechanism and the ACE process jointly discussed the initial concept note on establishing an informal coordination mechanism on capacity-building under the Convention and the Paris Agreement¹ that had been prepared as an input to the discussion.
2. The invited representatives and several meeting observers discussed the potential value an informal arrangement for capacity-building could add to improving coordination and facilitating synergies. Some round-table participants noted that a mechanism may be too formal an arrangement and that making better use of existing modalities may be a suitable means of improving coordination and facilitating synergies. Several participants suggested integrating into the chosen modality, to the extent possible, existing arrangements for coordination across constituted bodies, such as the focal points system used by a number of these bodies.
3. At the end of the round table, the PCCB agreed to take forward the discussion on an informal coordination arrangement by revising the concept note intersessionally under the leadership of working group 1 with a view to capturing the comments provided during the round-table discussion. Further, the PCCB agreed that working group 1 would present the revised concept note intersessionally for the consideration of all PCCB members with a view to including the final concept note in the 2020 annual technical progress report of the PCCB for consideration at COP 26. The final concept note is presented in this report.
4. An important component of the mandate of the PCCB is enhancing coherence and coordination of capacity-building activities under the Convention and the Paris Agreement, including through collaboration with bodies under and outside the Convention and the Paris Agreement that engage in activities related to capacity-building. Working with other constituted bodies under the Convention and the Paris Agreement and operating entities of the Financial Mechanism as well as contributing to relevant processes under the Convention and the Paris Agreement are therefore critical functions of the PCCB.
5. At COP 25, Parties recognized the importance of the PCCB in improving the coherence and coordination of capacity-building by identifying its work in this regard as a priority area for its second workplan (for 2021–2024). The first of the three priority areas of the PCCB is to enhance coherence and coordination of capacity-building under the Convention with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention that engage in activities related to capacity-building, as appropriate and in accordance with their respective mandates.²
6. At CMA 2, Parties determined that the PCCB shall also serve the Paris Agreement³ and decided that the priority areas for the PCCB are those already defined by the COP.⁴ This means that the work of the PCCB on coherence and coordination of capacity-building is to

¹ PCCB document PCCB/2020/5.

² Decision 9/CP.25, para. 9(a).

³ Decision 3/CMA.2, para. 3.

⁴ Decision 3/CMA.2, para. 4, referencing decision 9/CP.25.

be seen both in the context of relevant bodies, entities and processes under the Convention and of those under the Paris Agreement.

7. The CMA, in defining the initial institutional arrangements for capacity-building under the Paris Agreement, recognized that capacity-building efforts and activities are conducted by various constituted bodies under the Convention and the Paris Agreement, in line with their respective mandates, as well as by various bodies and actors outside the Convention and the Paris Agreement.⁵ Further, the CMA invited the PCCB to work closely with other constituted bodies under the Convention and the Paris Agreement to address gaps and needs, both current and emerging, in implementing capacity-building in developing countries and to enhance the coherence and coordination of capacity-building in accordance with the relevant mandates and activities of those bodies.⁶

8. In 2019, the PCCB held a dialogue on coherence and coordination of capacity-building with representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement. On the basis of that dialogue, the PCCB produced a technical paper⁷ that included an analysis of the gaps in practices that promote coherence and coordination across capacity-building work under the Convention. The analysis in the paper identified the need to (1) provide a conducive space for coordination outside the annual meetings of the PCCB and (2) enable representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement to define areas of common interest, which would help increase synergies and reduce the duplication of efforts.

9. Identifying areas of common interest will also contribute to raising awareness of the ongoing and planned activities of constituted bodies and operating entities and activities that are a part of relevant processes under the Convention and the Paris Agreement, which in turn will strengthen relationships and increase opportunities for collaborative initiatives. The PCCB, with the support of the secretariat, will identify areas of common interest by reviewing and updating the overview of capacity-building related elements and activities in the workplans of constituted bodies and operating entities and workplans that relate to relevant processes under the Convention and the Paris Agreement.

II. Context

10. During the round table on coherence and coordination of capacity-building referred to in paragraph 1 above, participants reflected positively on the importance of engaging with one another to exchange views and information through the regular round tables held during the PCCB meetings. However, they emphasized the need for a conducive space for relevant bodies to coordinate capacity-building efforts under the Convention and the Paris Agreement and jointly plan collaborative activities, where appropriate, in order to materialize synergies and avoid the duplication of efforts.

11. The provision of a conducive space for coordination was seen as key to ensuring coherence across capacity-building initiatives and to facilitating effective and impactful collaboration among the constituted bodies, operating entities and relevant processes, including during the Capacity-building Hubs and the Durban Forum on capacity-building, which were highlighted as important forums for collaboration and demonstrating the outcomes of coordination and joint planning. Better utilizing existing opportunities for discussion will contribute to the ability of the PCCB to fulfil its mandate to enhance coherence and coordination of capacity-building.

12. This concept note lays the foundation for developing, under the lead of PCCB working group 1, an informal coordination group aimed at supporting efforts to enhance the coherence

⁵ Decision 3/CMA.2, para. 2.

⁶ Decision 3/CMA.2, para. 5.

⁷ The technical paper, titled “Coherence and coordination of capacity-building activities of constituted bodies and in other relevant processes under the Convention”, is available at <https://unfccc.int/node/180271>. Note that the paper was produced prior to the decision of the CMA for the PCCB to serve the Paris Agreement.

and coordination of capacity-building activities undertaken by constituted bodies and operating entities and as part of relevant processes under the Convention and the Paris Agreement.

13. Three critical needs that could be addressed by enhanced coordination through an appropriate modality such as the informal coordination group for capacity-building under the Convention and the Paris Agreement have been identified by constituted bodies and operating entities and through relevant processes under the Convention and the Paris Agreement, as follows:

(a) The need to establish a conducive space for discussion, coordination and the exchange of ideas and information;

(b) The need to define areas of common interest, which could help increase synergies and reduce the duplication of efforts;

(c) The need to understand synergies among capacity-building activities and to avoid the duplication of efforts through the PCCB preparing and reviewing, with the support of the secretariat, the forward-looking overview of capacity-building related activities in workplans, to be used as the basis for discussion among the members of the informal coordination group for capacity-building under the Convention and the Paris Agreement and on which the group could provide updates during its meetings, and which could subsequently be made available by the secretariat.

14. The activities of the informal coordination group should align with the priority areas of the PCCB, and specifically should support implementation of the first priority area, that is enhancing coherence and coordination of capacity-building under the Convention and the Paris Agreement with a focus on avoiding duplication of efforts, including through collaboration with bodies under and outside the Convention and the Paris Agreement. The progress of work of the informal coordination group should be reported in the annual technical progress report of the PCCB for consideration by the COP.

15. Additionally, the informal coordination group can contribute to activities under the second and third priority areas.⁸ The second priority area of the PCCB – identifying gaps and needs, both current and emerging, and recommending ways to address them – relies on interacting with constituted bodies to allow the PCCB to gather information on what they are doing to address capacity gaps and needs in areas relevant to their mandates. This information will allow the PCCB to provide input to the work of these bodies, as appropriate, and will contribute to the body of knowledge on capacity-building, including best practices. Under the third priority area – promoting awareness-raising, knowledge- and information-sharing and stakeholder engagement with bodies and relevant actors under and outside the Convention, as appropriate and in accordance with their respective mandates – the PCCB will collect inputs from relevant sources, including the Durban Forum, on good practices, experience and lessons learned related to capacity-building, and disseminate this information, including via the capacity-building portal, with the aim of addressing gaps and needs related to implementing capacity-building activities. The members of the informal coordination group will be important partners in enhancing related work, for example through their participation at Capacity-building Hubs.

III. Purpose and scope of the informal coordination group

16. The purpose of establishing an informal coordination group comprising representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement is to provide its members with a conducive space for planning and coordination and better opportunities for collaborating and sharing information on a range of climate change related capacity-building activities and initiatives.

⁸ Decision 9/CP.25, para. 9(b–c),

17. Membership of the informal coordination group is intended to primarily comprise representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement.⁹

18. Representatives of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement raised the following overarching areas as being relevant to the informal coordination group:

(a) Enhancing coordination at various stages, such as the development of workplans and the implementation and follow-up of capacity-building activities;

(b) Providing outreach for capacity-building activities, and disseminating information on these activities, including through the capacity-building portal;

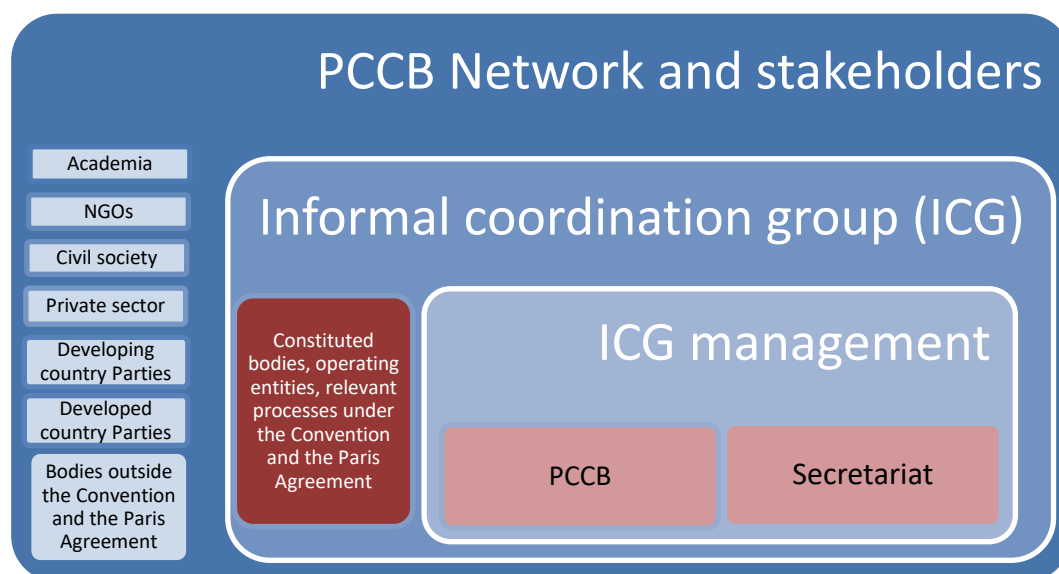
(c) Identifying relevant capacity-building efforts of constituted bodies and operating entities and those that are part of relevant processes under the Convention and the Paris Agreement.

19. With its focus on constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement, the informal coordination group targets a specific segment of PCCB stakeholders. The PCCB Network was launched to increase engagement and communication with and outreach to other PCCB stakeholders, including bodies outside the Convention and the Paris Agreement.¹⁰ The larger segment of PCCB stakeholders, which covers developed and developing country Parties, NGOs, the private sector, civil society and academia and includes those convened under the PCCB Network, would have an interest in the work of the group but limited interaction with it (see the figure below). Interaction between the two stakeholder segments will occur at the annual meeting of the PCCB during the coherence and coordination dialogue. The PCCB annual meeting provides an opportunity for working group 1 to report on the work of the informal coordination group, provide updates on any upcoming activities of the group, and share information with and receive inputs from observers.

⁹ On the basis of its previous engagement with constituted bodies under the Convention and the Paris Agreement, operating entities of the Financial Mechanism and representatives of relevant processes under the Convention and the Paris Agreement on the topic of coherence and coordination of capacity-building, the preliminary list of stakeholders with which the PCCB intends to engage under the informal coordination group is as follows: Adaptation Committee, AFB secretariat, Consultative Group of Experts, CTCN, Facilitative Working Group of the LCIPP, GCF secretariat, Global Environment Facility secretariat, Katowice Committee of Experts on the Impacts of the Implementation of Response Measures, Least Developed Countries Expert Group, Standing Committee on Finance, Technology Executive Committee, WIM Executive Committee and representatives of the ACE process.

¹⁰ <https://unfccc.int/pccb-network>.

Informal coordination group and other PCCB stakeholders



IV. Overview of the informal coordination group

20. The work of the informal coordination group will be guided by similar principles as those for PCCB stakeholder engagement, as contained in the strategic plan for stakeholder engagement, communications and resource mobilization.¹¹ These principles, set out in table II.1, are designed to create an open, transparent and consistent platform that builds respect and trust.

Table II.1

Principles of engagement of the informal cooperation group for capacity-building under the Convention and the Paris Agreement

<i>Principles</i>	<i>Description</i>
Issue-based, purposeful engagement	Engagement begins with a clear understanding of the purpose of the work of the informal coordination group by setting expectations.
Inclusiveness	Engagement with the group is open to nominated PCCB and capacity-building focal points of constituted bodies, operating entities and relevant processes under the Convention and the Paris Agreement and the secretariat staff supporting them. Those bodies, entities or processes that do not have a PCCB or capacity-building focal point are invited to nominate a member for participation in the group. All information required to allow members to participate in a meaningful way is provided. In addition to the focal points and other nominated members, any interested members of constituted bodies and operating entities or those responsible for relevant processes under the Convention and the Paris Agreement are welcome to observe discussions
Timeliness	The group enables open and timely communication among members

¹¹ Available at <https://unfccc.int/sites/default/files/resource/20190715-Strategic%20plan%20FINAL%20Version.pdf>.

<i>Principles</i>	<i>Description</i>
Transparency	There are clear pathways for communication. Information is accessible to members and disseminated in ways that make it easy to access

21. The informal coordination group will be managed by PCCB working group 1 with support from the secretariat and will meet twice annually – once on the margins of the annual PCCB meeting or the Durban Forum and once on the margins of the Capacity-building Hub. PCCB working group 1 will organize the agenda, time and venue for the meetings, as needed, as well as chair the meetings and provide a note-taker.¹²

22. The success of the informal coordination group will depend on the ability of its members to interact directly with one another. Email communication among group members will be used to coordinate the group's work and to enable:

- (a) Exchange of information and contact details;
- (b) Sharing of work and collaboration;
- (c) Participation in teams that are based on common areas of interest;
- (d) Organization of virtual meetings, if needed.

23. Table II.2 summarizes key information on the activities, structure, communication, reporting modalities and working modalities of the informal coordination group.

Table II.2

Overview of the informal cooperation group for capacity-building under the Convention and the Paris Agreement

Activities	<ul style="list-style-type: none"> • Conduct two coordination sessions per year (see working modalities below for details) • Prepare, in coordination with the secretariat, an overview of capacity-building related elements and activities across agreed workplans of the constituted bodies, including a forward-looking calendar of relevant events • Identify common areas of interest and potential opportunities for synergy • Participate in meetings/events of constituted bodies on issues related to capacity-building, as invited and as appropriate • Report on progress of the group to working group 1 and seek input during the coherence and coordination dialogue at the annual PCCB meeting • Provide input, as requested and as appropriate, for studies, documents, publications, websites, social media, videos and any other identified tools for dissemination of information on capacity-building • Participate in panels and boards and take on other roles within specific projects or initiatives related to capacity-building, as invited and as appropriate • Any other initiative approved by PCCB members
Structure	<p>PCCB working group I will manage the informal coordination group, with the support of the secretariat</p> <p>The group will be open to PCCB and capacity-building focal points, or for constituted bodies, operating entities and relevant processes</p>

¹² Information on all PCCB working groups is available at <https://unfccc.int/pccb/pccb-working-groups>.

	under the Convention and the Paris Agreement without a focal point, other nominated representatives
	PCCB working group 1, with the support of the secretariat, will be responsible for planning and implementing group meetings, liaising with group members, approving group activities, monitoring the work of the group and reporting on the progress of the group to the PCCB
Internal communication	Outside meetings, communication will occur primarily via email, and, only if or when needed, through bilateral or small group calls/virtual meetings. If group members express the need for additional communication channels, further modalities could be explored with the support of the secretariat
External communication	The group will have a dedicated page or space on the UNFCCC capacity-building portal, where the event calendar and further information on the group and its activities or products can be publicized. The portal is currently being redeveloped and the page or space will be made available in 2021 when the new portal is operational
Reporting modalities	Annual reporting on group meetings and other work will be undertaken by PCCB working group 1 with the support of the secretariat. No reporting will be required by group members
Working modalities	Interaction (communication and work products, including collaborative activities) outside the in-person meetings will be primarily digital
	The group will meet two times per year: <ul style="list-style-type: none"> • Once at an in-person round-table discussion (three to five hours in length) on the margins of the PCCB meeting or the Durban Forum to report on work completed over the previous year, facilitate joint planning, reflect on the progress of the group, discuss any upcoming activities (that will be reported in the annual technical progress report of the PCCB), and share information with and receive inputs from observers • Once at an in-person round-table discussion (three to five hours in length) at the Capacity-building Hub to discuss common areas of interest identified during the previous round-table discussion and to identify synergies and concrete collaboration opportunities. Any concrete collaboration opportunities would be presented to PCCB members and further discussed, if necessary, before their implementation

V. Proposed time frame and next steps for establishing the informal coordination group

24. Work on establishing the informal coordination group will commence upon finalization and approval by the PCCB of this concept note and the commencement of implementation of the workplan of the PCCB for 2021–2024.

25. It is anticipated that the informal coordination group would launch its work in 2021 and run until the end of 2024 (when the second workplan of the PCCB concludes and the second review of the PCCB will be conducted). The work of the group would be evaluated by the PCCB in 2023 and the results reported to the COP and the CMA. On the basis of these results, and as part of the second review of the PCCB, Parties would decide whether or not to continue the group. If extended, the group would be expected to incorporate any recommendations for improvements from the evaluation in 2024 and from the COP and/or the CMA in its future work.