

**Fourth Meeting of the
Advisory Board of the
Santiago network**

SNAB/2025/04/16

15 - 17 April 2025
Geneva, Switzerland

Report of the Meeting

1. Opening of the meeting

The Co-Chairs opened the meeting on 15 April 2025.

2. Election of the Co-Chairs of the Advisory Board

The Advisory Board expressed appreciation to Mr. Alpha Kaloga and Mr. Akio Takemoto for serving as Co-Chairs beginning in March 2024, and elected Ms. Angela Rivera and Ms. Stella Brožek-Everaert to serve as Co-Chairs of the Advisory Board for a term of one year, pursuant to paragraph 13 of its rules of procedure.

3. Adoption of the agenda and organization of work

The Advisory Board adopted the agenda as contained in the document [SNAB/2025/04/01.Rev.1](#).

4. Report on the activities of the Secretariat

The Advisory Board took note of document [SNAB/2025/04/03](#) titled "Report on the activities of the Secretariat".

5. Report on the activities of the Co-Chairs

The Advisory Board took note of document [SNAB/2025/04/04](#) titled "Report on the activities of the Co-Chairs".

6. Operationalisation of the Santiago network

6.1 The Advisory Board:

- 6.1.1 Requested the Santiago network Secretariat to further strengthen its outreach to countries and engagement with the national liaisons to the Santiago network Secretariat and UNFCCC National Focal Points to enhance access to technical assistance and in expanding the network of members in continuation of its outreach.
- 6.1.2 Welcomed the translation of the guidelines for the designation of organizations, bodies, networks and experts (OBNEs) as members of the Santiago network and the guidelines and procedures for responding to requests for technical assistance into French and Spanish and, recalling the decision at the third meeting of the Advisory Board for these guidelines to be translated into all United Nations (UN) languages, encouraged the Secretariat to translate these documents into the remaining UN languages in a timely manner.
- 6.1.3 Noted the importance of providing information on technical assistance and membership to external channels in a manner that considers accessibility, inclusiveness and simplicity and asked the Secretariat to communicate in accordance with these principles while ensuring accurate representation of information while making it easily accessible. In line with this, the Advisory Board also requested the Secretariat to simplify the language and length of the guidelines for easy understanding by proponents and communities.
- 6.1.4 Further decided to keep the discussion on designation of OBNEs as members of the Santiago network and the provision of technical assistance as standing agenda items for future meetings of the Advisory Board.

a. Designation of OBNEs as Members of the Santiago network

6.2 The Advisory Board:

- 6.2.1 Welcomed the progress made in increasing the membership of the Santiago network and acknowledged the milestone of reaching 50 Members as at the date of the opening of the fourth meeting of the Advisory Board. The Advisory Board noted the ongoing outreach activities targeted at OBNEs that have contributed to this achievement.
- 6.2.2 Recognized the need to strengthen the Santiago network at all levels and further encouraged the Santiago network Secretariat to continue and expand these efforts, including through: global webinars, further development of the Santiago network portal, meetings with members, and engagement with Indigenous Peoples and local communities, women, and children and youth

constituencies. The Santiago network Secretariat was requested to enhance the portal with a view to enhancing its user-friendliness.

- 6.2.3 Encouraged the Santiago network Secretariat to build partnerships and outreach with diverse OBNEs, especially at the local level, and to strengthen synergies with the Executive Committee's (ExCom's) expert groups and task force. The Advisory Board also requested the Secretariat to enhance the members webpage by including profiles and further disaggregating the types of OBNEs.

b. Provision of technical assistance

6.3 The Advisory Board:

- 6.3.1 Welcomed the progress made in establishing relevant operational processes related to the guidelines and procedures for responding to requests for technical assistance.
- 6.3.2 Took note of the support provided to Vanuatu and the experience and lessons learned from responding to this first request for technical assistance. The Advisory Board welcomed the request for technical assistance received from Iraq.
- 6.3.3 Noting the urgent need to increase the number of requests for technical assistance from developing countries particularly vulnerable to the adverse effects of climate change, the Advisory Board requested the Secretariat to continue and increase its outreach to countries, including national liaisons to the Santiago network Secretariat and the UNFCCC National Focal Points, to address this concern.
- 6.3.4 Requested the Secretariat to identify lessons learned in providing technical assistance to Vanuatu, and conduct an analysis of the process of responding to technical assistance requests once a certain number has been delivered with the aim of improving the process for responding to requests.

c. Managing funding provided for technical assistance

6.4 The Advisory Board:

- 6.4.1 Took note of the information provided by the Secretariat on the relevant existing rules and regulations of the co-hosts contained in document [SNAB/2025/04/06](#) and the process flow of the Santiago network for technical assistance and managing funding contained in [SNAB/2025/04/07](#).
- 6.4.2 Also encouraged the Secretariat to ensure consistency across the approved guidelines of the Santiago network.

- 6.4.3 Agreed to annex the glossary of terms to the Santiago network guidelines for managing funding contained in document [SNAB/2025/04/05](#), and requested the Secretariat to keep the glossary updated as needed.

Determination of a minimum percentage of technical assistance funded directly by the Santiago network

6.5 The Advisory Board:

- 6.5.1 Noted the proposed approach contained in the discussion paper on Minimum percentage of technical assistance funded directly by the Santiago network directed to communities particularly vulnerable to the adverse effects of climate change, (document [SNAB/2025/04/12](#)) as part of the managing funding guidelines of the Santiago network.
- 6.5.2 Invited its members and representatives to submit additional comments to the Secretariat by 15 May 2025, and requested the Secretariat to update and revise the proposed approach for determining the levels of minimum percentage directed to communities, based on the discussions at the fourth meeting of the Advisory Board, and the written comments received, for consideration and adoption by the Advisory Board intersessionally.

d. Outreach and knowledge products

6.6 The Advisory Board:

- 6.6.1 Welcomed the views of members, representatives and observers on the draft outreach strategy as contained in document [SNAB/2025/04/08](#), noting its importance for the implementation of the Santiago network's mandate, and the draft knowledge products concept note as contained in document [SNAB/2025/04/09](#). Members and representatives were invited to submit written comments on each of the documents by 15 May 2025, and the Secretariat was requested to update the documents based on feedback provided during the meeting and written comments, with a view to their adoption, in conjunction with the Santiago network Strategy and the communication strategy, at fifth meeting of the Advisory Board of the Santiago network.
- 6.6.2 Decided to continue to strengthen its cooperation with the ExCom and its thematic expert groups, with a view to avoiding duplication in the development of knowledge products and enhancing synergies within their respective mandates.
- 6.6.3 Agreed that at its next meeting, this agenda item will be discussed with a sub-item relating to modalities of work and the next steps.
- 6.6.4 Welcomed the organization of the workshop for least developed countries (LDCs) and small island developing States (SIDS) in the Pacific in 2024,

requested the Secretariat to expedite the organisation of the pending LDCs and SIDS workshops in Africa and the Caribbean in 2025, and identify further outreach opportunities in developing countries particularly vulnerable to the adverse effects of climate change around the world.

- 6.6.5 Agreed to establish a task force on outreach with the following members and representatives: (i) Camila Minerva Rodríguez, (ii) Akio Takemoto, (iii) Samuel Chijioke Okorie, (iv) Gideon Sanago, v) Aisha Humera, and (vi) Idy Niang, and invited the task force to develop its terms of reference for consideration by the Advisory Board.

7. Secretariat recruitment and regional presence

a. Secretariat Recruitment

7.1 The Advisory Board:

- 7.1.1 Requested the Secretariat to expedite the recruitment of staff as presented during the fourth meeting of the Advisory Board under agenda item 7a.
- 7.1.2 Approved the continuation of the interim personnel until the end of 2025 to ensure continuity of the Santiago network Secretariat during the transition period.
- 7.1.3 Requested the Secretariat to undertake the recruitment process of the Regional Coordinator positions referred to in decision 7b, to be based in the locations as referred to in paragraph 7.2.2.1 below and desk officers as referred to in paragraph 7.2.2.3, as well as Programme Officer positions to be based in the Head Office.

b. Regional presence

7.2 The Advisory Board, having considered the regional presence of the Santiago network, including intersessionally:

- 7.2.1 Decided to establish regional presence of the Santiago network Secretariat to effectively fulfil the Santiago network's mandate, which shall:
- (a) Have a dynamic regional office structure;
 - (b) Take into account the needs of catalysing technical assistance in developing countries that are particularly vulnerable to the adverse effects of climate change;
 - (c) Be cost-effective, and cost-efficient;
 - (d) Increase the efficiency and effectiveness of Secretariat operations, including with respect to technical assistance requests;
- 7.2.2 Also decided that Santiago network regional presence will follow an approach that covers all regions while optimizing efficiency in light of the resource constraints, and will take the form of a combination of Santiago network's

Regional Coordinators, full-time consultants, and designated contact points, to be deployed as follows:

- 7.2.2.1 Regional Coordinators located in UNDRR or other UN regional and subregional offices in the following locations:¹
 - (a) Dar es Salaam to serve the African Region;
 - (b) Bangkok to serve the Asia-Pacific region;
 - (c) Panama to serve the Latin American and Caribbean region.
- 7.2.2.2 The Santiago network Secretariat head office to serve the Eastern European region.
- 7.2.2.3 Full-time Santiago network desk officers located in UNDRR or other UN regional and subregional offices in the following locations:²
 - (a) Dakar to serve Least Developed Countries;³
 - (b) Suva to serve small island developing States.⁴
- 7.2.2.4 Four designated contact points located in UNDRR regional and subregional offices in the following locations:
 - (a) Addis Ababa
 - (b) Barbados
 - (c) Brussels
 - (d) Cairo.
- 7.2.3 The Advisory Board will review the regional presence of the Santiago network in 2028, and periodically thereafter, in line with the technical assistance needs and demands identified by developing countries, with a view to ensuring a more effective, coordinated, and context-specific response.

8. Santiago network strategy

- 8.1 The Advisory Board, having considered document SNAB/2025/04/11 titled “Santiago network strategy: zero draft and development roadmap”:
 - 8.1.1 Took note of the roadmap setting a coordinated participatory approach to facilitate adoption of the Santiago network’s strategy no later than at its fifth meeting;
 - 8.1.2 Requested the Secretariat to further develop the Santiago network strategy taking into account the comments received and views shared during its fourth meeting.

¹ The Regional Coordinator in Dar es Salaam will be located in the UNOPS office, and those in Bangkok and Panama will be located in UNDRR offices.

² This decision is specific to this context and does not prejudice any future decisions.

³ To be located in UNOPS office.

⁴ To be located in UNDRR subregional office.

- 8.1.3 Invited its members and representatives to submit additional comments to the Secretariat by 1 May 2025;
- 8.1.4 Decided to hold an informal meeting of the Advisory Board, in Bonn, Germany, on the margins of the 22nd meeting of the WIM Executive Committee, with a view to further developing the draft Santiago network strategy;
- 8.1.5 Requested the Secretariat to engage a wide range of stakeholders in the process of updating and finalizing the strategy including during the 62nd session of the Subsidiary Bodies (June 2025).

9. Communication

- 9.1 The Advisory Board, having considered document [SNAB/2025/1/13](#) titled “Santiago network communications strategy: zero draft and 2025 plan”:
 - 9.1.1 Welcomed the discussion on the Santiago network communications strategy: zero draft and 2025 plan;
 - 9.1.2 Invited Advisory Board members and representatives to submit written feedback on the Santiago network communications strategy: zero draft and 2025 plan to the Secretariat by 7 May 2025.
 - 9.1.3 Requested the Secretariat to further develop the Santiago network communications strategy taking into account the comments and suggestions made during the fourth meeting of the Advisory Board, the written feedback invited under paragraph 9.1.2 above, and seeking alignment with the Santiago network strategy and the outreach strategy, for consideration of the Advisory Board for adoption at its fifth meeting.

10. Resource mobilisation

- 10.1 The Advisory Board, having considered document [SNAB/2025/04/14](#) titled “Santiago network resource mobilisation strategy: zero draft”:
 - 10.1.1 Welcomed the discussion on the zero draft of the resource mobilization strategy;
 - 10.1.2 Invited its members and representatives to submit written feedback on the zero draft of the resource mobilization strategy to the Secretariat by 30 April 2025.
 - 10.1.3 Requested the Secretariat to further develop the draft of the resource mobilization strategy considering the comments and suggestions made during the fourth meeting of the Advisory Board, the written feedback invited under paragraph 10.1.2 above, and seeking alignment with the Santiago network strategy, for adoption by the Advisory Board at its fifth meeting.

11. 2025 Budget

11.1 The Advisory Board:

- 11.1.1 Noted the status of the budget approved in 2025, and also confirmation from the Secretariat that the annual financial report for 2024 will be prepared by the end of quarter 2 of 2025.
- 11.1.2 To further enhance transparency, requested the Secretariat to provide more timely and granular details of contributions, and expenditure against approved budgets, that will be discussed and presented in subsequent meetings.
- 11.1.3 Established a budget sub-committee pursuant to paragraph 23 of its Rules of Procedure, composed of (i) Alpha Kaloga, (ii) Eneida Rabdishta, (iii) Aisha Humera, (iv) Matthias Bachmann, and invited for nominations of other members and representatives from the Advisory Board to serve on the sub-committee by 15 May 2025. The Advisory Board invited the budget sub-committee to develop its Terms of Reference for consideration and approval of the Advisory Board at its fifth meeting, and requested the Secretariat to support the work of the sub-committee in consultation with its members.
- 11.1.4 Also requested the Secretariat to update the personnel budget line in the 2025 budget, to accommodate the recruitment of regional positions, the recruitment of the head office positions, and the continuation of the interim Secretariat, and submit to the Advisory Board for consideration and approval.

12. Date and venue of the next meeting

- 12.1 The Advisory Board, having considered document [SNAB/2025/4/15](#) titled "Date and venue of the next meeting":
 - 12.1.1 Decided that the fifth meeting of the Santiago network Advisory Board, will take place in Geneva, Switzerland in early September 2025 before the United Nations General Assembly, subject to an offer to host the meeting from a government.
 - 12.1.2 Requested the Secretariat to undertake the preparations and finalize the arrangements for the hosting of the Advisory Board meeting in a timely manner.
 - 12.1.3 Also requested the Santiago network Secretariat to identify possible dates and venues for the meetings of the Advisory Board to take place in 2026, with a view to agreeing on them at the 5th meeting of the Advisory Board.

13. Any other matters

A. High Level Dialogue

13.1 The Advisory Board requested the Secretariat to prepare key messages for the intervention during the high-level dialogue for approval by the Co-Chairs and sharing with the Advisory Board for information.

B. Conflict of Interest Sub-Committee

13.2 The Advisory Board:

13.2.1 Established a Conflict of Interest Sub-Committee pursuant to paragraph 23 of its Rules of Procedure and in accordance with the "Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network", paragraph 39, as contained in document [SNAB/2024/3/04.Rev.1](#).

13.2.2 Appointed the following Advisory Board members as members of the Conflict of Interest Subcommittee: (i) Camila Minerva Rodriguez, (ii) Idy Niang, (iii) Rachid Tahiri, and (iv) Valentina Grigoryan.

13.2.3 Invited the Conflict of Interest Subcommittee to develop its Terms of Reference for consideration and approval of the Advisory Board, as per paragraph 44 of the Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network;

13.2.4 Requested the Secretariat to support the work of the subcommittee in consultation with its members.

14. Report of the meeting

The Advisory Board adopted the report of this meeting.

15. Closure of the meeting

The Advisory Board welcomed Carolina Fuentes Castellanos as the Director of the Santiago network Secretariat. The Advisory Board also expressed appreciation to the work of the interim Secretariat for the intersessional work.

The Co-Chairs declared the meeting closed.

Annex: Intersessional Decisions

In accordance with paragraph 53 of the rules of procedure, the decisions approved between the third and the fourth meetings of the Advisory Board are recorded in this report as follows:

I. Date and venue of the fourth meeting of the Advisory Board

The Advisory Board, having reviewed the document “Date and venue of the fourth meeting of the Advisory Board”,

- a. Decides that the fourth meeting of the Advisory Board will take place from Tuesday, 15 April 2025 to Thursday, 17 April 2025, in Geneva, Switzerland, with an informal meeting on Monday, 14 April 2025;
- b. Requests the Secretariat to undertake the preparations and finalize the arrangements for the hosting of the Advisory Board meeting in a timely manner.

II. Santiago network representation at the first High-Level Dialogue on 25 April 2025.

The Advisory Board, having reviewed the document “Santiago network representation at the first High-Level Dialogue on 25 April 2025”,

- a. Decides that Idy Niang, Advisory Board member, and Carolina Fuentes Castellanos, Director of the Santiago network Secretariat, shall represent the Santiago network at the High-Level Dialogue on Strengthening Response(s) to Loss and Damage, to be held in Washington, D.C., on 25 April 2025.
- b. Requests the Secretariat to confirm the participation of Idy Niang and Carolina Fuentes Castellanos to the Secretariat of the Fund for responding to Loss and Damage, in response to their invitation, and to support the preparations for their participation.
- c. Decides that the key messages to be presented by the Santiago network representatives at the High-Level Dialogue shall be discussed under any other business at the fourth meeting of the Advisory Board.