

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

SNAB/2025/04/01.Add

09 April 2025

15 - 17 April 2025
Geneva, Switzerland
Provisional agenda item 3

15-17 April 2025

Annotations to the [provisional agenda](#)

1. Opening of the meeting

1. The Co-Chairs of the Advisory Board of the Santiago network (AB) will open the fourth meeting of the AB taking place from 15 to 17 April 2025 at 09:00 CEST.

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

2. Decision 12/CMA.4, para. 14, endorsed by decision 11/CP.27, and decision 6/CMA.5, para. 25, endorsed in decision 2/CP.28, requested the AB to develop its draft rules of procedure with a view to recommending them, through the subsidiary bodies at their sixty-first sessions, for consideration and adoption by the governing body or bodies at the session(s) to be held in November 2024.
3. At its third meeting, the AB adopted the draft rules of procedure and referred them for consideration and adoption by the governing body or bodies through the subsidiary bodies at their sixty-first session that was held in Baku, Azerbaijan, in November 2024, which adopted them under the agenda items of the Warsaw International Mechanism for loss and damage in [decision 16/CMA.6](#), endorsed by [decision 8/CP.29](#).
4. In keeping with paragraph 13 of the [Rules of procedure of the Advisory Board of the Santiago network](#), the AB shall elect annually two Co-Chairs from among its members to serve for a term of one year.
5. *Action:* AB members will be invited to elect two Co-Chairs to serve for a term of one year.

3. Adoption of the agenda and organisation of work

6. The provisional agenda for the fourth AB meeting will be presented by the Co-Chairs for adoption by members.
7. The Co-Chairs will provide information regarding the meeting, including access to meeting documents and other relevant information pertaining to the

- meeting. Among the information will be statistics on attendance of members, representatives and observers.
8. Relevant documents and updates will be posted on the Santiago network web page: <https://santiago-network.org/fourth-advisory-board-meeting>. The working language of the meeting is English, and there will be no interpretation or translation of documents.
 9. *Action:* (i) AB members will be invited to adopt the agenda as contained in SNAB/2025/04/01. (ii) The AB will be invited to agree on the schedule of work for the meeting as contained in document SNAB/2025/04/02.

SNAB/2025/04/01	Provisional agenda
SNAB/2025/04/01.Add	Annotations to the provisional agenda
SNAB/2025/04/02	Indicative schedule of work

4. Report on the activities of the Secretariat

10. The Santiago network Secretariat will provide an update on the activities of the Secretariat covering the period between the third and fourth meetings of the AB.
11. *Action:* (i) The Co-Chairs will invite the Director of the Santiago network Secretariat to provide an update on the activities of the Secretariat. (ii) The AB will be invited to provide feedback and guidance, as applicable, based on the report presented.

SNAB/2025/04/03	Report on the activities of the Santiago network Secretariat
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5. Report on the activities of the Co-Chairs

12. This item will present the report on the activities of the Co-Chairs covering the period between the the third and fourth meetings of the AB.
13. *Action:* The AB will be invited to take note of the report.

SNAB/2025/04/04	Report on the activities of the Co-Chairs of the Santiago network Advisory Board
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6. Operationalisation of the Santiago network

6.a. Designation of OBNEs as Members of the Santiago network

14. In accordance with decision 12/CMA.4, endorsed by decision 11/CP.27, the AB at its second meeting approved the guidelines for the designation of organisations, bodies, networks and experts (OBNEs) as Members of the Santiago network.¹
15. At its third meeting, the AB decided to keep this matter as an agenda item for the next meeting, and requested the Santiago network Secretariat to update the AB on progress made with regards to membership.
16. *Action:* (i) The Co-Chairs will invite the Secretariat to provide an update on the designation of OBNEs as Members of the Santiago network and progress related to requests made at its third meeting. (ii) The AB will be invited to provide feedback and additional guidance on the operationalisation of the guidelines.

6.b. Provision of technical assistance

17. In accordance with decision 12/CMA.4, endorsed by decision 11/CP.27, the AB at its third meeting approved the guidelines and procedures for responding to requests for technical assistance.²
18. At its third meeting, the AB requested the Secretariat to (a) initiate the process for receiving technical assistance requests consistent with the approved guidelines, and (b) work on establishing criteria for the selection of Members to respond to the requests for technical assistance.
19. The AB further encouraged the Secretariat to continue engaging with Vanuatu to facilitate response to their technical assistance request.
20. At its second meeting, the AB asked the Secretariat to conduct workshops for least developed countries (LDCs) and small island developing States (SIDS) and at its third meeting, encouraged the continuation of work to develop guidelines and procedures for enabling access to and assisting in preparing requests for technical assistance that recognize the significant capacity constraints of the LDCs and SIDS.
21. *Action:* (i) The Co-Chairs will invite the Secretariat to provide an update on the operationalisation of the guidelines and requests for technical assistance received, including the request from Vanuatu. (ii) The Co-Chairs will invite the Secretariat to provide an update on engagement with LDCs and SIDS to enable access to technical assistance. (iii) The AB will be invited to provide

¹https://assets.santiago-network.org/Common/Documents/SNAB_2024_2_06.Rev.2-Guidelines-for-the-designation-of-organizations-bodies-networks-and-experts-as-members-of-the-Santiago-network.pdf

²https://assets.santiago-network.org/Common/Documents/Core/SNAB_2024_3_06.Rev.2-Guidelines-and-procedures-for-responding-to-requests-for-technical-assistance-06Sep2024-Approved.pdf

further guidance on the operationalisation of the guidelines and procedures for responding to requests for technical assistance.

6.c. Managing funding provided for technical assistance

22. In accordance with decision 12/CMA.4, endorsed by decision 11/CP.27, the AB at its third meeting approved the guidelines for managing funding.³
23. Decision 12/CMA.4, para. 17, endorsed by decision 11/CP.27, further decided that the guidelines should make provisions to ensure that technical assistance funded directly by the Santiago network is made available to communities particularly vulnerable to the adverse effects of climate change, including through levels of minimum percentage of technical assistance funded directly by the Santiago network directed to communities particularly vulnerable to the adverse effects of climate change.
24. At its third meeting, the AB requested the interim Secretariat to (a) develop a glossary of key terms in the guidelines for its consideration and approval, (b) share relevant existing rules and regulations of the co-hosts as they apply to Santiago network, including relevant financial evaluation processes, and information and process of due-diligence for its consideration at its next meeting, and (c) ensure necessary synergy and complementarity between guidelines and procedures for responding to requests for technical assistance and the guidelines for managing funding provided for technical assistance, including necessary graphics to illustrate the process flow of the Santiago network.
25. The AB further agreed to continue its consideration of the levels of minimum percentage of technical assistance funded directly by the Santiago network to be made available to communities particularly vulnerable to the adverse effects of climate change intersessionally, for further elaboration and agreement at the next meeting of the Advisory Board. This will be discussed as part of Agenda item 8 on the Santiago network strategy and, upon agreement, will be appended to the guidelines for managing funding.
26. *Action:* The Co-Chairs will invite the Secretariat to provide an update on the operationalisation of the guidelines and progress related to requests made at its third meeting.

SNAB/2025/04/05	Glossary of key terms in the Santiago network guidelines for managing funding provided for technical assistance
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³https://assets.santiago-network.org/Common/Documents/Core/SNAB_2024_3_08.Rev.3-Guidelines-for-managing-funding-06Sep2024-Approved.pdf

SNAB/2025/04/06	Relevant existing rules and regulations of the co-hosts
SNAB/2025/04/07	Process flow of the Santiago network (technical assistance & managing funding)

6.d. Outreach and knowledge products

27. Decision 12/CMA.4, Annex I, endorsed by decision 11/CP.27, sets out the functions of the Santiago network Secretariat, which includes contributing to the effective implementation of the functions of the Warsaw International Mechanism, catalysing technical assistance by assisting in identifying, prioritizing and communicating technical assistance needs and priorities, and facilitating the development, provision and dissemination of, and access to, knowledge and information on averting, minimizing and addressing loss and damage.
28. *Action:* (i) The Co-Chairs will invite the Secretariat to present the Santiago network outreach strategy: zero draft and 2025 plan and the concept note for the development of Santiago network knowledge products as approved in the 2025 budget, and provide guidance for the finalization of the strategy. (ii) The AB will be invited to take note of the outreach activities and knowledge products under the Santiago network.

SNAB/2025/04/08	Santiago network outreach strategy: zero draft and 2025 plan
SNAB/2025/04/09	Concept note on Santiago network knowledge products

7. Secretariat recruitment and regional presence

29. Decision 12/CMA.4, Annex I, endorsed in decision 11/CP.27, decided that the Santiago network Secretariat will have a lean, cost-efficient organizational structure.
30. Decision 6/CMA.5, endorsed by decision 2/CP.28, in its Annex, details the roles and responsibilities of UNDRR and UNOPS, which includes the appointment of a small core team of professional and administrative staff, managed by the Director, to support the Santiago network Secretariat in meeting its responsibilities and performing its functions efficiently and effectively. Further, the Director shall facilitate timely recruitment of the staff of the Secretariat in line with the terms of reference.

31. At its third meeting, the AB agreed to discuss, intersessionally, the potential recruitment of staff of the Secretariat to be located in United Nations (UN) and United Nations Office for Disaster Risk Reduction (UNDRR) regional offices and requested the Director of the Secretariat to coordinate these intersessional meetings. It was agreed that the meetings will discuss, *inter alia*, how to ensure a lean, cost-effective Secretariat. The Secretariat prepared a discussion paper that was shared with the AB. On 11 December 2024, and on 20 February and 11 March 2025, the AB met intersessionally to discuss the Santiago network's regional presence. An updated version of the paper will support further deliberations and decision(s) at the 4th meeting of the AB.
32. *Action:* The AB will be invited to consider document SNAB/2025/04/10 on Establishing Santiago network regional presence, and adopt decision(s) on the next steps.

SNAB/2025/04/10	Establishing Santiago network regional presence
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8. Santiago network strategy

33. Decision 12/CMA.4, Annex I, endorsed by decision 11/CP.27, sets out the roles and responsibilities of the Santiago network Secretariat, which includes executing the work programme approved by the AB, building on synergies with the five-year rolling workplan of the Executive Committee of the WIM. At its first meeting, the AB approved the Santiago network work programme (SNAB/2024/1/05.Rev.1), which includes Activity 8: Develop strategy for the Santiago network including results framework with key performance indicators and corresponding M&E system. This could include the development of a draft 3- or 5-year strategy for the Santiago network, to align with the timeline of the ExCom work plan, under the direction of the Advisory Board, through a coordinated participatory approach.
34. At its third meeting, the AB adopted the interim results framework as contained in document SNAB/2024/3/10.Rev.2, noting that it will be revised, if needed, once the Santiago network strategy is developed. In addition, the AB took note of the outline of the Santiago network strategy (SNAB/2024/3/11) and requested the Secretariat to further develop the strategy to be presented for consideration at its fourth meeting, taking into account the comments and suggestions made at its third meeting.
35. With reference to agenda item 6c, the AB at its third meeting agreed to continue its consideration of the levels of minimum percentage of technical

assistance funded directly by the Santiago network to be made available to communities particularly vulnerable to the adverse effects of climate change intersessionally. The AB met intersessionally on 11 March 2025 to consider a discussion paper on the approach to determining a minimum percentage as part of the guidelines on managing funds. An updated version of the discussion paper, considering the feedback provided by the AB intersessionally, will support deliberations at the 4th meeting of the AB.

36. *Action:* (i) The AB will be invited to consider document SNAB/2025/04/10, Santiago network strategy: zero draft and development roadmap, and provide further guidance for the finalisation of the Santiago network strategy. (ii) The AB will be invited to consider the discussion paper on the levels of minimum percentage of technical assistance funded directly by the Santiago network to be made available to communities particularly vulnerable to the adverse effects of climate change as contained in document SNAB/2025/04/12 and provide guidance on the approach for the determination of a minimum percentage.

SNAB/2025/04/11	Santiago network strategy: zero draft and development roadmap
SNAB/2025/04/12	Discussion paper on the levels of minimum percentage of technical assistance funded directly by the Santiago network to be made available to communities particularly vulnerable to the adverse effects of climate change

9. Communication

37. Decision 12/CMA.4, Annex I, endorsed by decision 11/CP.27, sets out the roles and responsibilities of the Santiago network Secretariat, which includes promoting and disseminating information on the Santiago network in a manner that is comprehensible and accessible to communities particularly vulnerable to the adverse effects of climate change.
38. At its third meeting, the AB requested the Secretariat to develop a communication strategy for the Santiago network.
39. *Action:* The AB will be invited to consider document SNAB/2025/04/13, Santiago network communications strategy: zero draft and 2025 plan, and provide guidance for the finalization of the strategy.

SNAB/2025/04/13	Santiago network communications strategy: zero draft and 2025 plan
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10. Resource mobilisation

40. At its first meeting, the Advisory Board approved the Santiago network work programme, which includes Activity 19, stipulating that the Santiago network Secretariat is “to develop a Resource Mobilization Strategy, under the guidance of the Advisory Board and aligned with the Santiago network strategy, that will outline how the secretariat will engage donors that made pledges for the operation of the Santiago network, and broaden resource channels as well as coordinating with Member States and other donors for mobilizing and effectively utilizing resources.”
41. At its third meeting, the AB discussed an annotated outline of the resource mobilisation strategy (as contained in document SNAB/2024/3/12) and requested the Secretariat to further develop the strategy taking into account the comments and suggestions made at its third meeting.
42. *Action:* The AB will be invited to consider the Santiago network resource mobilization strategy: zero draft, as contained in document SNAB/2025/04/14 and provide further guidance for its finalization.

SNAB/2025/04/14	Santiago network resource mobilisation strategy: zero draft
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11. 2025 Budget

43. Decision 12/CMA.4, Annex I, endorsed by decision 11/CP.27, sets out the roles and responsibilities of the Santiago network AB, which includes the approval of the annual budget of the Santiago network.
44. At its third meeting, the AB approved two versions of the 2025 annual budget: (i) an indicative budget of US\$9,229,244 (SNAB/2024/03/14.Rev.1) subject to the receipt by the Santiago network of sufficient financial resources, and (ii) a budget of US\$4,966,867 (SNAB/2024/03/16) based upon actual contributions received as of 4 September 2024, wherein the budget based on the first scenario will apply when the contributions matching the budget are available with the Santiago network Secretariat.
45. The AB also approved the revised 2024 budget as contained in document SNAB/2024/03/13.Rev.1.

46. *Action:* i) The Co-Chairs will invite the Secretariat to provide an update on contributions to the Santiago network and an overview of budget execution in relation to the approved budget; ii) The AB may wish to provide guidance to the Secretariat and consider next steps on the 2025 budget.

12. Date and venue of the next meeting

47. Decision 12/CMA.4, endorsed by decision 11/CP.27, para. 12, requests the AB to meet at least twice a year, where possible in connection with meetings of the Executive Committee, while retaining its flexibility to adjust the number of meetings to suit its needs.
48. Paragraph 32 of the Rules of procedure of the Advisory Board of the Santiago network⁴ state that “At the first Advisory Board meeting of each calendar year, the Co-Chairs shall propose a schedule of meetings for that calendar year.”
49. With regards to venue, paragraph 29 of the rules of procedure state that “The Advisory Board shall hold its meetings at the location of the Santiago network Secretariat head office, unless otherwise decided by the Advisory Board and subject to the necessary arrangements being made, and may hold meetings in hybrid (in person and virtual) format. Decisions on the location of meetings other than the location of the Santiago network Secretariat shall take into account the costs and benefits of venue rotation, particularly in developing countries and with respect to facilitating the participation of key stakeholders, as well as the location of the ExCom meetings.”
50. *Action:* The AB will be invited to consider and agree on the date and venue of its next meeting, based on options presented in the background paper on the date and venue of the next meeting(s).

SNAB/2025/04/15	Date and venue of the next meeting
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13. Any other matters

51. Decisions 1/CP.28 and 5/CMA.5 decided the further operationalization of the new funding arrangements, including the Fund for responding to Loss and Damage (FRLD). An annual high-level dialogue will be co-convened by the UN Secretary-General and the Board of the FRLD. The Santiago network is among the 30 high-level representatives to be invited to the dialogue.

⁴https://assets.santiago-network.org/Common/Documents/Core/SNAB_2024_3_05.Rev.1-Rules-of-procedure-of-the-Advisory-Board-of-the-Santiago-network-06Sep2024-Adopted.pdf

52. At its third meeting, the AB decided to formally communicate with the Board of the FRLD, as follow-up to the letter sent by the Co-Chairs after the 2nd meeting, to enhance collaboration, update on the guidelines approved to operationalize the Santiago network, and enquire about and express interest in participating in the launch of the high-level dialogue at COP29 and the first high-level dialogue in 2025. The letter was sent on behalf of the AB by the Co-Chairs to the Co-Chairs of the Board of the FRLD on 28 March 2025. The first High-Level Dialogue on Strengthening Response(s) to Loss and Damage is confirmed to take place on 25 April 2025 in Washington, D.C. on the sidelines of the 2025 Spring Meetings of the World Bank Group and the International Monetary Fund. It will focus on strengthening responses to loss and damage through complementarity, coherence and coordination. An invitation from the FRLD, along with a tentative programme, was received by the Secretariat on 25 March 2025. The letter was shared by the Secretariat with the Co-Chairs on 25 March and with the Advisory Board on 28 March 2025. The Secretariat engaged with the FRLD Secretariat to confirm the number of participants that the AB may designate considering decision 6/CMA.5 for the Advisory Board "to designate up to two representatives". The FRLD kindly informed the Secretariat that participation in the High-Level Dialogue is limited in line with relevant COP and CMA decisions, and therefore one speaking role for the Santiago network is envisaged.
53. Decision 6/CMA.5, endorsed by decision 2/CP.28, requested the UNFCCC Secretariat to develop draft guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network, including any conflicts of interest that may arise when organizations, bodies, networks and experts (OBNEs) are engaged in providing technical support to the Santiago network Secretariat while responding to technical assistance requests, or when the host of the Santiago network Secretariat is responding as an OBNE to technical assistance requests.
54. At its third meeting, the AB adopted the guidelines contained in document SNAB/2024/3/04.Rev.1.⁵ As per paragraph 39 of the guidelines "The Advisory Board will address any actual and perceived conflict of interest that will be brought to its attention by the Conflict of Interest Committee (the Committee) established by the Advisory Board pursuant to paragraph 23 of its Rules of Procedure." Section V. of the guidelines makes provisions on the composition and work of the Committee, including that the Committee will comprise four members appointed by the AB from among its members, with the aim of achieving fair and balanced representation and giving due

⁵https://assets.santiago-network.org/Common/Documents/Core/SNAB_2024_3_04.Rev.1-Guidelines-on-conflicts-of-interest-06Sep2024-Approved.pdf

consideration to gender balance; and that the Committee will develop its terms of reference for consideration and approval by the AB.

55. Any other matters arising during the meeting will be taken up under this item.
56. *Action:* i) The AB will be invited to discuss its participation in the first annual High-Level Dialogue; ii) The AB will be invited to discuss the establishment of the Conflict of Interest Committee; iii) the AB will consider other matters, as relevant.

14. Report of the meeting

57. *Action:* The AB will adopt the report of its fourth meeting containing the decisions of the meeting.

15. Closure of the meeting