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# **Third Meeting of the Advisory Board of the Santiago network**

**4-6 September 2024**

**Bonn, Germany**

**Provisional Agenda**

**Version 29 August 2024**

## **I. Provisional Agenda**

1. Opening
2. Adoption of the agenda
3. Organisational matters
4. Secretariat recruitment
5. Guidelines on preventing potential and addressing actual and perceived conflicts of interest
6. Rules of procedure of the Advisory Board
7. Designation of OBNEs as members of the Santiago network
8. Provision of technical assistance
9. Guidelines for managing funding provided for technical assistance
10. Annual high-level dialogue of the loss and damage funding arrangements
11. Annual report of the Santiago network
12. Santiago network strategy and results framework
13. Santiago network resource mobilisation strategy
14. Santiago network budget
15. Santiago network events and communication
16. Date and venue of the next meeting
17. Any other matters
18. Closure of the meeting

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## II. Annotations to the agenda

### 1. Opening

1. The Co-Chairs of the Advisory Board of the Santiago network (AB) will open the third meeting of the AB on 4 September 2024 at 09.00 CEST.

### 2. Adoption of the agenda

2. The provisional agenda for the third AB meeting will be presented by the co-chairs for adoption by members.
3. *Action:* AB members will be invited to adopt the agenda.

SNAB/2024/3/02	Provisional agenda and annotations
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### 3. Organisational matters

4. The chair 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, among others.
5. Relevant documents and updates will be posted on the Santiago network web page: <https://santiago-network.org/third-advisory-board-meeting>. The working language of the meeting is English, and there will be no translation.
6. The AB will be invited to agree on the schedule of work for the meeting as contained in document SNAB/2024/3/03.

SNAB/2024/3/03	Schedule of work
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### 4. Secretariat recruitment

7. In keeping with decision 6/CMA.5, endorsed by decision 2/CP.28, the AB at its second meeting (4 July 2024) took note of the recruitment process of the director and other Santiago network secretariat staff. The AB further asked the host of the Santiago network secretariat, the United Nations Office for Disaster Risk Reduction (UNDRR) and the United Nations Office for Project Services (UNOPS), to provide an update on how the regional and subregional UNDRR and UN offices could be used to provide relevant services and support to the Santiago network, and agreed to initiate discussions on the number and locations of regional officers in its third meeting.
8. Paragraph 7.f. in the Terms of reference of the Santiago network, as contained in decision 12/CMA.4, endorsed in decision 11/CP.27, details that the AB will endorse the appointment of the director of the Santiago network secretariat. The selected candidate for the post was subsequently endorsed on 4 August 2024 by the Advisory Board as per the process for intersessional decision making adopted at the second meeting of the Advisory Board.
9. *Action:* (i) The chair will invite the host to provide an update on the recruitment of the director and other staff of the Santiago network secretariat head office. (ii) The chair will invite the host, UNDRR and UNOPS, to provide an overview on how regional

and subregional UNDRR and UN offices could be used to provide relevant services and support to the Santiago network. (iii) The AB will be invited to provide guidance on the locations and recruitment of regional officers.

#### 4. Guidelines on preventing potential and addressing actual and perceived conflicts of interest

10. 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.
11. At its second meeting, the AB provided feedback and suggestions on the draft as contained in document SNAB/2024/2/02, and asked the UNFCCC secretariat to prepare a revised draft reflecting on the suggested changes.
12. *Action:* The AB will be invited to consider the revised draft guidelines on preventing potential and addressing actual and perceived conflicts of interest as contained in document SNAB/2024/3/04 for approval.

SNAB/2024/3/04

Draft guidelines on preventing potential and addressing actual and perceived conflicts of interest

#### 6. Rules of procedure of the Advisory Board

13. 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.
14. During the second meeting of the AB, the working group on rules of procedure, established in the first AB meeting, presented an update of their work and proposed further intersessional work and successive engagement with the full AB.
15. *Action:* The AB will be invited to review the draft rules of procedure of the AB prepared by the working group on rules of procedure and as contained in document SNAB/2024/3/05 with a view to recommending them for consideration and adoption at the session(s) to be held in November 2024.

SNAB/2024/3/05

Draft rules of procedure of the Advisory Board of the Santiago network

#### 7. Designation of OBNEs as members of the Santiago network

16. In accordance with decision 12/CMA4, endorsed by decision 11/CP.27, the AB at its second meeting approved the guidelines for the designation of organizations, bodies,

networks and experts (OBNEs) as members of the Santiago network (contained in document SNAB/2024/2/06.Rev2).

17. The AB instructed the interim secretariat to initiate the process of designating OBNEs as members of the Santiago network.
18. *Action:* (i) The chair will invite the interim secretariat to provide an update on the process of designating OBNEs as members of the Santiago network and the operationalisation of the guidelines. (ii) The AB will be invited to provide feedback and additional guidance on aspects related to the operationalisation of the guidelines and the designation of OBNEs as members of the Santiago network.

## 8. Provision of technical assistance

19. Decision 12/CMA4, para. 17, endorsed by decision 11/CP.27, decided that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance and by approval of the AB, including developing guidelines and procedures for responding to requests for technical assistance.
20. At its second meeting, the AB provided feedback on the draft guidelines and procedures for responding to requests for technical assistance, as contained in document SNAB/2024/2/07, and instructed the interim secretariat to share an updated revised draft for possible intersessional approval. On 6 August 2024 and 20 August 2024, the AB met intersessionally to provide additional guidance on the draft guidelines.
21. The AB at its second meeting further asked the interim secretariat (a) to engage with requests for technical assistance that have been received during the period where the UNFCCC secretariat was serving as interim secretariat, and (b) to conduct workshops for least developed countries (LDCs) and small island developing states (SIDS).
22. *Action:* (i) The AB will be invited to consider the revised guidelines and procedures for responding to requests for technical assistance as contained in document SNAB/2024/3/06 for finalisation and approval. (ii) The AB will be invited to provide further guidance on the operationalisation of the guidelines and procedures for responding to requests for technical assistance, including on possible activities that the interim secretariat could undertake to support developing countries in accessing technical assistance. (iii) The chair will invite the interim secretariat to provide an update on the engagement with requests for technical assistance, and the preparation of workshops for LDCs and SIDS.

SNAB/2024/3/06	Guidelines and procedures for responding to requests for technical assistance
SNAB/2024/3/07	Draft concept note of workshops for LDCs and SIDS

## 9. Guidelines for managing funding provided for technical assistance

23. Decision 12/CMA4, para. 17, endorsed by decision 11/CP.27, decided that the Santiago network secretariat shall, once it is operational, elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the AB, including developing guidelines for managing funding provided for technical assistance, including 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 second meeting, the AB provided comments and feedback on the draft guidelines for managing funding provided for technical assistance as contained in document SNAB/2024/2/08, and asked the interim secretariat to prepare a revised version for consideration at the third meeting of the AB.
25. *Action:* The AB will be invited to consider the guidelines for managing funding provided for technical assistance, as contained in document SNAB/2024/3/08, for finalisation and approval.

SNAB/2024/3/08

Draft guidelines for managing funding provided for technical assistance

## 10. Annual high-level dialogue of the loss and damage funding arrangements

26. 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 (the Fund). An annual high-level dialogue will be co-convened by the UN Secretary-General and the Fund for responding to Loss and Damage Board. The Santiago network is among the 30 high-level representatives to be invited to the dialogue.
27. Decision 6/CMA.5, para. 35, requests the AB of the Santiago network to designate one or two representatives to take part in the annual high-level dialogue on coordination and complementarity with representatives of the main entities forming part of the new funding arrangements, referred to in paragraph 2 of decisions 2/CP.27 and 2/CMA.4, pursuant to paragraphs 11–16 of annex II to decisions 1/CP.28 and 6/CMA.5.
28. At its second meeting, the AB discussed the importance of working with the new Fund, and developing and strengthening necessary coordination and complementarity. The AB mandated the co-chairs to contact the co-chairs of the Fund on the progress made so far in the operationalisation of the Santiago network.
29. At the second meeting of the Board for the Fund, held in Incheon, Republic of Korea, from 9-12 July 2024, the decision was made to launch the high-level dialogue during the high-level segment of the upcoming sessions of the governing body/bodies scheduled for 11-22 November 2024 in Baku, Azerbaijan. The high-level dialogue will be launched in the first half of 2025. The interim secretariat of the Fund, in coordination with the Office of the UN Secretary-General, will prepare a concept note on the high-level dialogue for consideration at the third meeting of the Fund's board, scheduled for 18-20 September 2024 in Baku.
30. *Action:* (i) The co-chairs will provide an update on the engagement with the Fund for responding to Loss and Damage. (ii) The AB will be invited to discuss the high-level dialogue, including potential nominee(s) to take part in the dialogue and collaboration with the Executive Committee (ExCom), as appropriate.

## 11. Annual report of the Santiago network

31. Decision 12/CMA. 4, endorsed by decision 11/CP.27, requests the Santiago network secretariat, under the guidance of the AB, to prepare an annual report on activities of the Santiago network secretariat and network and on the performance of their respective functions, to be forwarded to the UNFCCC secretariat to be included in a joint annual report of the Santiago network and the Executive Committee (ExCom) submitted to the governing body or bodies through their subsidiary bodies.
32. Two addenda to the joint report referred above will (i) provide substantive information on the work of the Santiago network, and (ii) present the draft rules of procedure for the Advisory Board as recommended by the Advisory Board, through the subsidiary bodies at their sixty-first sessions (November 2024), for consideration and adoption by the governing body or bodies at the session(s) to be held in November 2024.<sup>1</sup>
33. *Action:* The AB will be invited to provide guidance on the preparation of the annual report of the Santiago network, and to make recommendations for the consideration of the governing body or bodies, through the SBs, as appropriate, considering the outline, as contained in SNAB/2024/3/09, and approve the annual report.

SNAB/2024/3/09	Draft annotated outline of the Annual Report 2024 of the Santiago network
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## 12. Santiago network strategy and results framework

34. 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 Warsaw International Mechanism Executive Committee. 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.
35. At its second meeting, the AB discussed the draft results framework, as contained in document SNAB/2024/2/04.Rev1, and requested the interim secretariat to propose a revised results framework. On 6 August 2024 and 20 August 2024, the AB met intersessionally to provide additional guidance on the revised draft.
36. *Action:* The AB will be invited to (i) consider the Santiago network results framework, as contained in document SNAB/2024/3/10, so it can be included in proposals that will be annexed to contribution agreements with donors; and (ii) review and provide guidance on the draft annotated outline of the Santiago network strategy, as contained in document SNAB/2024/3/11.

SNAB/2024/3/10	Draft Santiago network results framework
SNAB/2024/3/11	Draft annotated outline of the Santiago network strategy

## 13. Santiago network resource mobilisation strategy

<sup>1</sup> Decision 6/CMA.5 and endorsed in decision 2/CP.28

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 executing the work programme approved by the AB, building on synergies with the five-year rolling workplan of the Warsaw International Mechanism Executive Committee. At its first meeting, the AB approved the Santiago network work programme (SNAB/2024/1/05.Rev.1), which includes Activity 21 that stipulates the development of a resource mobilisation strategy that will outline how pledges will be turned into contributions for the operation of the Santiago network, and broaden resource channels for mobilizing and effectively utilizing resources.
38. At its second meeting, the AB asked the interim secretariat to report back on how pledges are being turned into contributions and initiate the development of a resource mobilisation strategy.
39. *Action:* (i) The chair will invite the host, UNDRR and UNOPS, to provide an update on contributions to the Santiago network. (ii) The AB will be invited to provide guidance on the annotated outline of the resource mobilisation strategy, as contained in document SNAB/2024/3/12.

SNAB/2024/3/12	Draft annotated outline of the Santiago network resource mobilisation strategy
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#### 14. Santiago network budget

40. 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.
41. At its second meeting, the AB agreed to continue the discussion on an indicative multi-year budget.
42. *Action:* The AB will be invited to: i) review the revised budget for 2024 as contained in document SNAB/2024/3/13 for approval; and ii) review and approve the 2025 budget of the Santiago network, as contained in document SNAB/2024/3/14.

SNAB/2024/3/13	Revised Santiago network budget for 2024
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SNAB/2024/3/14	Indicative budget for 2025
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#### 15. Santiago network events and communication

43. 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.
44. *Action:* The AB will be invited to discuss potential engagements of the Santiago network in forthcoming events including the Regional Platforms on Disaster Risk Reduction, as contained in the draft concept note, document SNAB/2024/3/15 as well as any key messages to be communicated by the co-chairs of the AB.

SNAB/2024/3/15	Draft concept note of Santiago network sessions at Regional Platforms for disaster risk reduction in 2024
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**16. Date and venue of the next meeting**

45. 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.
46. At its second meeting, the AB discussed the importance of holding its meetings in developing countries, when not convened in conjunction with the ExCom meetings, and decided to discuss this further in its third meeting.
47. *Action:* The AB will be invited to consider and agree on the dates and venue of its next meeting(s).

**17. Any other matters**

48. Any other matters arising during the meeting will be taken up under this item.

**18. Closure of the meeting**